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ELON UNIVERSITY

2008-2009 Student Handbook

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ELON

UNIVERSITY

2008-2009

Student

Handbook

Dear Students, Faculty and Staff:

The *2008-2009 Elon University Student Handbook* is a publication of the Division of Student Life. The handbook is available to all members of the University community at http://www.elon.edu/e-web/students/handbook/

The handbook contains critical information associated with student conduct as well as information regarding campus policies and regulations.

The Handbook also offers information and important links to comply with information dissemination according to the Drug Free Schools and Communities Act of 1989. All members of the University community are encouraged to read the academic and social honor code sections of the *Student Handbook* as well as those sections of the on-line handbook which apply to Alcohol and Other Drug Policies, and services offered to students, faculty and staff who may have a concern regarding alcohol and other drug abuse.

The electronic version of the *Student Handbook* also contains helpful information regarding campus life, student organizations, student services, and campus events.

Updates to all sections of the *Student Handbook* may be posted periodically. It is the responsibility of all Elon University students to familiarize themselves with campus polices and procedures and to watch for updates as instructed on E-Net.

Printed copies of the *Student Handbook* are on reserve in Belk Library and are available by request in the Office of Student Development, Moseley 206.

Questions or comments regarding the *2008-2009 Elon University Student Handbook* should be forwarded to:

Jana Lynn Patterson
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Office of Student Development, Moseley 206
Phone: 278-7200
e-mail: patters@elon.edu



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President's Welcome

Dear Student,

It is with pleasure that I welcome you and the Class of 2011. You are now a citizen of Elon University, one of the most distinctive academic communities in the nation.

I urge you to make the most of your time at Elon by applying yourself seriously to your studies. Your first and highest purpose here is academic citizenship. Your priorities must be to learn and reflect on that learning, to develop intellectually, and to uphold Elon's honor code. Through the Elon Experiences -- study abroad, internships, undergraduate research, leadership development, and volunteer service -- you will have extraordinary opportunities to connect your classroom and out-of-classroom learning. Our faculty and staff are dedicated to knowing you personally and helping you to develop to your fullest potential.

I am delighted that you have chosen Elon to further your education and pledge you my full support during your college career.

Sincerely,

Leo M. Lambert
President

Elon University Mission Statement

Rooted in the historic tradition of the United Church of Christ, Elon University embraces its founder's vision of an academic community that transforms mind, body, and spirit and encourages freedom of thought and liberty of conscience.

To fulfill this vision, Elon University acts upon these commitments: We nurture a rich intellectual community characterized by active student engagement with a faculty dedicated to excellent teaching and scholarly accomplishment.

We provide a dynamic and challenging undergraduate curriculum grounded in the traditional liberal arts and sciences and complemented by distinctive professional and graduate programs.

We integrate learning across the disciplines and put knowledge into practice, thus preparing students to be global citizens and informed leaders motivated by concern for the common good.

We foster respect for human differences, passion for a life of learning, personal integrity and an ethic of work and service.

Elon University Academic Message

An Elon student's highest purpose is academic citizenship: giving first attention to learning and reflection, developing intellectually, connecting knowledge and experiences, and upholding Elon's honor code.

Student Government Association

As a member of the Elon University student body, one can be a vital part of the Student Government Association (SGA). The organization was established by students to fund and support the activities that are important to student life, to ensure a diversified college education and to represent students' concerns on campus. Every full-time undergraduate Elon student is a non-voting member of the SGA, ensuring that every student has a voice. Since SGA is responsible for an annual budget in excess of $700,000, it is vital that students be concerned with their student government activities.

The SGA is composed of two branches: the executive branch and the legislative branch. SGA's executive branch includes the SGA president (also called the student body president), vice president, treasurer and secretary, each elected annually in a campus-wide election.

The executive branch also includes more than 40 students who are appointed each year by the SGA president to serve in the campus judicial system and on various student-faculty boards and committees such as the media board, student life, teacher evaluation, lyceum, religious life, athletic and library committees.

The legislative branch is the student senate, which is presided over by the vice president of the SGA. The senate has three sections: the At Large, Academic and Organization councils. The senate consists of students who are elected in a campus-wide election and who are appointed by their respective organizations. Listed are the senators who were elected in the spring, in addition to organization council representatives who were appointed in the spring. Current open positions will be filled in the fall. The senate meets every Thursday at 7:30 p.m. Meetings are open to the public, and features two open forum sessions where students can voice their concerns and opinions.

Through both its branches, the SGA is responsible for supporting nearly every phase of student life, including representation on academic committees, homecoming, family weekend and orientation activities. In addition, SGA funds the Student Union Board (SUB) and the Liberal Arts Forum, which sponsor concerts, lectures and events to entertain and enhance the academic environment of the campus.

Involvement in SGA not only helps to ensure that Elon remains sensitive to the views of its students, it also provides learning experiences in leadership and group techniques which are valued by employers in all fields. Elon's SGA can be as powerful as the students want to make it. With the support and advice of students, SGA has been very successful in its role as student advocate. Each student's participation can help strengthen that influence. Take an active role in the SGA! For more information, come by the SGA Office, Moseley 221-A, or call ext. 7254.

The SGA website is currently under construction and will be updated once the senate convenes in early September. In the mean time, you can check our Web site at www.elon.edu/sga.

Student Role in Decision Making

Elon University firmly believes that student involvement in decisions affecting the life of the institution is essential to its vitality. Consistent with this belief, the university provides for such involvement through student participation in a wide variety of standing, ad hoc and advisory committees, which purpose is to make recommendations or guide activity related to university programs. Opportunities are also provided for student contributions through periodic meetings with the president of the university, senior staff and the board of trustees.

Students currently serve on the following standing committees with the faculty:

- Athletic Committee
- Curriculum Committee
- Communications Media
- Library Committee
- Religious Life Committee
- Cultural and Intellectual Programs Committee
- Student Life Committee
- Teacher Education Committee

In addition, students also serve on the following advisory committees and boards of the university:

- Academic Appeals Committee
- Hearing Board (disciplinary system for students)
- Honors Program Advisory Committee
- Judicial Appeals Committee
- NC Teaching Fellows Advisory Committee
- Women's Studies Advisory Committee
- Health and Counseling Services Advisory Committee



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ACADEMIC ADVISING CENTER

Located in Duke 108, the Academic Advising Center provides an academic support service designed to assist students in course selection and determining their majors. First year students are assigned faculty advisors before they enter Elon University.

An important part of the Center's service is coordinating Elon 101, a freshman advising course. Transfer students are assigned academic advisors in the department of their intended majors.

Choosing a Major: Several majors, including Elementary Education, Athletic Training, Exercise Sport Science, all science majors, Pre-Engineering and Music Theatre/Music need to be declared in the students' first semester of the first year at Elon. Other majors, including Business Administration, need to be declared by the second or third semester. In order to graduate in four years, students need to select and officially declare a major in the Academic Advising Center, Duke 108, by the fourth semester or the end of the sophomore year. Advisors in the Center are prepared to help students explore their possibilities and provide information to enable students to make decisions. A one-hour course in exploring majors/careers (COE 110) is offered each semester. When students finalize their major choices, they are assigned major advisors in the appropriate academic department. Students are encouraged to meet with their advisors frequently during each semester.

The Elon Career Center is closely associated with Academic Advising. Testing programs, an extensive careers library and personal guidance are available to help students explore career opportunities and correlate academic course work with career objectives.

ACADEMIC POLICIES AND PROCEDURES

Family Educational Rights and Privacy Act

Elon University complies with the Family Educational Rights and Privacy Act of 1974. This act is designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the act.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, students have the right to withhold the disclosure of Directory Information. Students should consider very carefully the consequences of any decision to withhold Directory Information. Should a student decide to inform the institution not to release Directory Information, any future requests for such information from non-institutional persons or organizations will be refused.

The institution will honor requests to withhold the information listed below but cannot assume

responsibility to contact students for subsequent permission to release them. The institution assumes no liability for honoring instructions that such information be withheld.

The items listed below are designated as Directory Information and may be released for any purpose at the discretion of the institution:

1. Name, address, telephone number, dates of attendance, class.

2. Previous institution(s) attended, major field of study, awards, honors (includes Dean's list), degree(s) conferred (including dates).

3. Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of the Registrar.

DISABILITY/SPECIAL NEEDS SERVICES

Students with documented disabilities (learning disabilities, ADD/ADHD, vision impairment, hearing impairment, mobility problems, health related problems) may request special services. Students who need to discuss such needs should contact the coordinator of disability services who reviews documentation and consults with the student to arrange for appropriate classroom/campus accommodations. Call 278-6500 for more information or come by the Advising Center, Duke 108.

CLASS ATTENDANCE

It is important that students find out the first day of class what each professor requires in terms of class attendance. Absence from class does not relieve a student of responsibility for assignments. There is a strong relationship between class attendance and success or failure in the classroom. It is the responsibility of the student to communicate with professors about absences due to illness or family emergency. Class absences are deemed excused at the discretion of the professor and may require documentation.

Peer Tutoring Program

Students recommended by faculty and completing tutor training provide their peers academic support in a wide variety of courses. Tutorial Services is located in Belk Library. Questions may be directed to the assistant coordinator of tutorial services, Belk 122.

CLASSIFICATION OF STUDENTS

Hour requirements for the classification of students are as follows:

* Freshman: 1-29 semester hours completed.

* Sophomore: 30-61 semester hours completed.

* Junior: 62-95 semester hours completed.

* Senior: 96 semester hours completed.

How to compute your GPA

One's grade point average (GPA) is calculated by dividing the total number of attempted semester hours of credit into the total number of quality points earned.

A = 4 A- = 3.7 B+ = 3.3 B = 3.0 B- = 2.7 C+ = 2.3

C = 2.0 C- = 1.7 D+ = 1.3 D = 1.0 D- = 0.7 F = 0.0

If one takes a four semester hour course and receives an "A," one will have 16 quality points (4x4=16). If one takes a three semester hour course and receives a "C-," one has 5.1 quality points (3x1.7=5.1).

As each semester or term is completed, one's semester hours attempted and total quality points earned are added to any already acquired, and a new grade point average is calculated.

GENERAL DEGREE REQUIREMENTS

Regardless of what students decide will be their major program(s), they will have to complete the following general requirements involving a minimum of 132 semester hours of credit:

* Satisfactory work in one major subject.

* Completion of General Studies.

* Electives.

* Sixty or more semester hours at Elon including the last term before graduation.

* Participation in commencement exercises.)

GRADE APPEAL PROCEDURE

The grade appeal system affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned as a result of clerical error, personal bias or arbitrary grading. Grades (for an entire course, assignment or unit) given by an instructor after the student is found responsible for an academic honor code violation through the University Honor System may not be appealed.

Keeping in mind that the appeal of a course grade should be attended to as soon as possible, the student must contact the professor involved within the first two weeks of the start of fall semester for the appeal of a spring semester or a summer term grade and within the first two weeks of the spring semester for the appeal of a fall semester grade. In the case of a winter term grade, the appeal must be made no later than April 1 of the year in which the course was completed. If the faculty member who taught the course is not available, the appeal should be made to the chairperson of the faculty member's department.

In the case of a grade that would affect a graduating senior or that would result in probation or suspension, the student must contact the professor immediately after the grade is posted, and the procedure will be expedited.

Procedure for appealing a course grade:
To begin an appeal, the student must first set up a meeting with the professor to discuss the situation within the timeframe outlined above. As it is the responsibility of the student to demonstrate that the appeal has merit, the student should bring to this meeting any work from the course the student has in his/her possession for the professor to review. At the meeting the professor will:

1. Review any work that the student brings to discuss.

2. Show the student any of the student's work that remains in the professor's possession (e.g., papers, final examinations and projects).

3. Explain how the student's grade was determined based on the standards set forth at the beginning of the class and listed in the course syllabus.

4. Re-figure the numerical computation of the grade, if any, to determine if there has been a clerical error.

If the student wishes to continue the appeal following this meeting, he or she must file a written appeal with the professor's department chairperson by the end of the fourth week of the semester, or by April 15 in the case of the appeal of a winter term grade. If the department chairperson is the professor involved, the written appeal will go to the dean of the college or school. The student will submit to the department chairperson the Student Grade Appeal Statement Form together with copies of the course syllabus, tests, assignments and papers in the student's possession. The department chairperson will notify the professor involved, and the professor will file the Professor Grade Appeal Statement Form with the department chairperson by the end of the fifth week of the semester, or by April 22 for a winter term grade, together with copies of the syllabus, assignments and any of the student's work that remains in the professor's possession. The department chairperson, following consultation with the related dean or deans, will render a decision in writing regarding the grade appeal by the end of the sixth week of the semester, or by April 29 in the appeal of a winter term grade.

If the student wishes to appeal the Chair's decision to the final hearing body, he or she must put that request in writing to the dean within one week. The dean, or his/her designee, will notify the chairperson of Academic Council to form a grade appeal hearing committee and forward all documentation to the chairperson of the Academic Council. The committee should meet no later than the end of the eighth week of the semester, or by May 13 for a winter term grade appeal. The grade appeal committee will consist of:

a) 3 members of Academic Council appointed by the chairperson of council.

b) 1 faculty member appointed by the dean of the department/division involved.

c) 1 Student Government Association representative appointed by the student government executive president. In the case that the involved student is the student government president, the vice-president shall appoint the student representative.

The chairperson of the grade appeal hearing committee will be chosen from the three council members serving on the committee by the chairperson of Academic Council.

Grade Appeal Hearing Procedure:
Hearings are restricted to those Elon faculty or staff directly involved in the appeal. The student and the professor may each bring an advisor from the Elon University community (currently enrolled student, faculty or staff member) to the hearing. The advisor may only counsel the student or the professor and may not actively participate in or make any statement during the hearing. Recognizing that the grade appeal hearing is an in-house procedure, attorneys, other legal counsel and any other persons outside the university community are not permitted in the hearing.

The hearing committee will review all of the documentation received from the dean and then ask the student, professor and their advisors, if present, to come into the room. The student and the professor will each be allowed to make a statement, and the committee members may ask questions of the student and the professor. The student, professor and their advisors will then be asked to leave the room, and the final discussion and vote by the committee shall be in closed session. The decision of the committee is final, and the Chair of Academic Council will send written verification of the committee's decision to the professor and the student. In the case of a grade change, the dean of the school or college, or his/her designee, will make the change.

RETENTION STANDARDS

Classification of Terms

* Probation - Students are notified that their GPA is below 2.00, that they are limited to a maximum load of 12 semester hours and that they should consult with their academic advisor.

* Suspension - Students are separated from Elon University and one academic semester must elapse before they are eligible to apply for readmission.

Standards for End of Fall Semester:

* Suspension - any student having a semester GPA below 1.00.

* Probation - any student with a cumulative GPA below a 2.00.

Standards for End of Spring Semester:

* Suspension - less than 1.00 GPA for the SEMESTER.

* **FRESHMEN** - 0-29 semester hours earned:

Suspension - cumulative GPA less than 1.70

Probation - cumulative GPA 1.70 to 1.99

* **SOPHOMORES** - 30-61 semester hours earned:

Suspension - cumulative GPA less than 1.80

Probation - cumulative GPA 1.80 to 1.99

* **JUNIORS** - 62-95 semester hours earned:

Suspension - cumulative GPA less than 1.90

Probation - cumulative GPA 1.90-1.99

* **SENIORS** - 96 and above semester hours earned:

Suspension -- cumulative GPA less than 2.00 A student who is suspended and is readmitted in a subsequent term must have a minimum GPA, each term or semester, of 2.3 (C+) until the student's cumulative GPA is 2.0 or higher. Failure to do so will result in a second and final suspension.

Dean's List, President's List and Graduation with Honors
The Dean's List encourages and recognizes excellence in academic work. A student who has no grade below a "B-" and a GPA of at least 3.4 in a minimum of 12 semester hours in any semester is placed on the Dean's List for the following semester. Those students who have no grade below an "A-" in a minimum of 12 semester hours in any semester are placed on the President's List. Classes passed on a Pass/Fail basis or classes with grades of "S," "WD," or "W" are not included in Dean's List or President's List eligibility.

Students completing at least 66 credit hours at Elon University may graduate with honors. Candidates for graduation with an average of 3.9 or above are graduated summa cum laude; those with 3.7 or above, magna cum laude; and those with 3.5 or above cum laude. In computing eligibility for honors, only work attempted at Elon University will be used.

ABSENCE FROM TESTS AND EXAMINATIONS

The university expects students to attend examinations as scheduled. The university policy is that faculty will work with a student who has a legitimate need to reschedule.

ABSENCE FROM TESTS

Students missing a test in a course for excusable reasons should seek permission for a make-up test from the instructor of the course.

ABSENCE FROM FINAL EXAMINATIONS

Single Exam -- When a student will miss an individual final examination, permission for a make-up examination must be secured from the Chairperson of the department in which the course is offered.

Multiple (or all) Exams -- When a student will miss multiple (or all) final examinations in a semester, the student must contact the Assistant Vice President for Academic Affairs in the Provost?s Office, Alamance 120. The student must provide verification for the absence. The AVPAA will notify the appropriate parties of the student?s status. As soon as they are able, students should contact individual instructors to discuss arrangements for completing work. In cases where the instructor is no longer employed at Elon after the end of the semester, the student should contact the department chairperson.

Students who will miss all examinations due to medical reasons and who must withdraw from all Elon classes in a particular semester should consult the following Web site for appropriate procedures on withdrawals: www.elon.edu/students/handbook/genpol.asp.

CAREER CENTER

Throughout college and after graduation, students are invited to use the many services available through the Career Center. These services are designed to support students and alumni in the lifelong process of defining career goals, learning the skills to attain them and developing employment opportunities.

The following career services and programs are available to students for help in planning their futures and in becoming adept at finding employment during and after their college years:

* Elon Career Connections (Mentor Network)

* Resume preparation

* Career Workshops

* Transition Tactics for Seniors

* On-Campus Recruiting

* Internships and Co-op experiences

* "Securing a Job" courses (COE 310)

* Individual career advising

* Elon Job Network (full and part-time jobs)

* Career shadowing

* Summer job opportunities

* Career Interest Assessment

* Graduate school information

* Videotaped mock interviews

* Home page and Web resources.

For more information, contact ext. 6538.

CAROL GROTNES BELK LIBRARY

The Carol Grotnes Belk Library provides a variety of learning resources and services in support of the university curriculum, helping students develop effective research, study and presentation skills.

The library offers over 240,000 books and bound periodicals, 4,000 current serial subscriptions, 70,000 government documents and 15,000 audiovisual materials for use by the entire university community. Provided are library instruction for individuals and classes, professional reference services, a wide variety of online databases, Internet access and a variety of interlibrary loan services. Additionally, students can find novels, videos, DVDs, and audio books for recreational reading, viewing and listening.

Within the library, the Office of Media Services serves as an instructional laboratory for all students and offers audiovisual production services, audiovisual equipment and materials, and computer facilities.

EL CENTRO DE ESPANOL

El Centro de Espanol is a program/place that provides a new approach to language learning. The focus is on "using Spanish" not just reading or writing the language. El Centro structures learning, but not in the traditional methods of homework and grades. Students, faculty and staff learn by total immersion in the Spanish language through such experiences as personal verbal interaction with native speakers of Spanish, one-on-one and small group discussions, use of resource materials for solo study, CD-ROMs, tapes and movies. Participants are encouraged to volunteer in the local Hispanic community. The program at El Centro allows participants to advance at their own pace in a fun and relaxed environment. El Centro de Espanol provides a learning experience, reinforcing Elon's view of co-curricular activity, which occurs outside the boundaries of the classroom as part of the whole learning experience. El Centro is located in Carlton 114.

ELON EXPERIENCES

Elon Experiences is a program that provides opportunities and promotes participation in "applied" curricular and co-curricular activities at Elon -- leadership development, volunteer service, internship/co-op experiences, undergraduate research and study abroad/intercultural experiences. The "Elon Experiences Transcript" is a student's official written record of involvement in Elon Experiences activities.

Program directors, coordinators, advisors and other university staff validate and report students' participation in Elon Experiences activities. Elon students may receive a copy of their Elon Experiences Transcript, which include activities up through the previous semester, by contacting the Center for Leadership and Organization Development, Moseley 224. Students may view their transcripts on the Web from the Elon Experiences site.

EXPERIENTIAL LEARNING REQUIREMENT

A distinctive feature of the General Studies Program is the Experiential Learning Requirement, the "ELR." Students may select from a range of options to satisfy this graduation requirement. Some courses fulfill the ELR: internships, study abroad courses, practicums, co-ops, student teaching and designated courses which include extensive experiential learning. The ELR may also be completed through 40 hours of volunteer service with one agency or activity, through a leadership role in a campus organization or through a pre-approved individual activity. Finally, students may satisfy their ELR by completing an approved undergraduate research project. For

all non-course based experience, the ELR must be approved in advance and students must engage in an experience and reflect on that experience, under the tutelage of an advisor. Though students are required to complete only one ELR, they may satisfy the requirement as many times as they wish. Their academic transcript will indicate each time they fulfill the requirement.

STUDY ABROAD PROGRAMS

Elon University urges each student to spend at least one semester or term studying abroad as part of a liberal arts education. One of the top study abroad programs in the country for master's-level institutions, 63% of the Elon's 2004 graduating class studied abroad at some point during their college career. The university offers more than four dozen opportunities for study abroad during the semester, winter term and summer terms. Winter Term or summer programs require a minimum 2.0 GPA. Minimum GPAs for semester programs may vary depending upon the program, but range from 2.5-3.2. Most students are able to graduate on time even after spending a semester abroad. For details about programs, application periods and other helpful study abroad information, please visit the International Centre Web site at www.elon.edu/e-web/academics/cannon.

Students participating in a study abroad program sponsored by the university are expected to abide by all applicable campus regulations as well as local and national laws or regulations of the country in which they are studying. Students are required to sign an Enrollment Agreement Form prior to final acceptance in a study abroad program. Students found in violation of applicable campus, local and/or national laws are subject to adjudication of their offense upon return to campus. If deemed a serious violation by the designated program director and in consultation with the dean of international programs, a student is subject to immediate removal from the program. In such instances, the student will return home at his/her own expense, receive no tuition or program fee refund, and be awarded no academic credit for the program. Further disciplinary action will be at the discretion of the designated program director.

SEMESTER PROGRAMS

Elon students have many options for semester study abroad programs, which in most cases allow students to continue to pay Elon tuition and fees -- some allow room and board to be paid to Elon, and most students pay their own travel expenses. Students who are not studying a foreign language can attend programs in countries such as England; Scotland; Ghana or Kenya, Africa; Australia; Denmark; Sweden; Italy; Mexico; and the Turks and Caicos Islands. Each of these programs offers a unique program featuring different course options, living arrangements and travel opportunities.

Students who are in the process of learning a foreign language have many options as well. Elon students can study French at the Sorbonne in Paris, France; Spanish at the Fundacion Jose Ortega y Gasset in Toledo, Spain; the University of San Fransicso de Quito in Quito, Ecuador; Council Study Centers in Santiago, Chile and Buenos Aires, Argentina; or the Centre for Sustainable Human Development in San Jose, Costa Rica. Students may also study Japanese at Kansai Gaidai University in Osaka, Japan. Each program requires a different level of language education in courses at Elon, a 2.5-3.0 minimum GPA (depending upon the program), foreign language faculty recommendations and an essay.

Applications are accepted for all semester programs one semester in advance, with the exception of the London program. For this, applications are accepted one year in advance. More details about applying and the applications themselves can be found on the study abroad Web site.

SEMESTER IN LONDON

A student may earn 12-16 semester hours participating in Elon's London Semester Program. Students can take advantage of Elon courses taught by Elon and British professors, internships, a ten day semester break and day trips in Great Britain. Housing is in an apartment in central London. Airfare and other travel expenses are additional. The semester program is available in the fall or spring to students with a GPA of 2.5 or better and positive faculty and advisor recommendations. Applications must be submitted one year in advance.

WINTER TERM

The month-long January term offers a variety of study abroad opportunities. Over 600 students studied across the globe during January of 2004, the 32nd year of the Winter Term study abroad program. All students with a GPA of 2.0 or better are encouraged to apply, including freshmen. The Winter Term Web page describes each course and has downloadable course brochures. Each course is worth four semester hours of credit.

Programs range in location and topic across dozens of disciplines and countries. Students can study topics such as field biology in Belize, World War II in Europe, African history in Ghana,

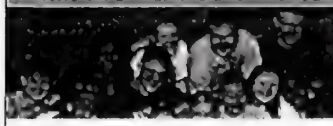
Language and Culture in Costa Rica, art in Italy, astronomy in Mexico, communications in Germany, literature in Ireland, service learning in Guatemala and many others.

OTHER PROGRAMS

Information on study abroad programs all over the world is available online at www.elon.edu/e-web/academics/cannon and in Carlton 113 in the Isabella Cannon Centre for International Studies. To talk with a study abroad advisor, email the contact on the Web site or call 336-278-6700.

WRITING CENTER

The Writing Center is a peer tutoring program in which students may work one-on-one with a tutor during any stage of the writing process. This includes brainstorming ideas, developing a thesis, organizing, revising, editing and properly documenting sources. The goal of this program is to create better writers who utilize feedback as part of their writing process. For more information, please visit the Writing Center Web site.



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The Elon University Honor System expects that individuals will act in a manner that is respectful of the rights and privileges of others. Every member of Elon University has the right to live and learn in an atmosphere of respect and support.

Responsibility for maintaining the integrity of the community rests with each individual member. Only if every member assumes responsibility for personal and group integrity and civility will the community best meet the developmental needs of its members. Each person must examine, evaluate and regulate his/her own behavior to be consistent with the expectations of the Elon community.

Judicial Affairs Office

Honor Code and Pledge

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Honor Violations

Reporting Suspected Violations

The Judicial Process

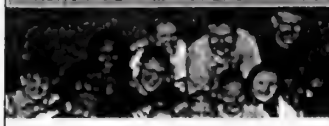
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Judicial Affairs Office

The Office of Judicial Affairs is responsible for coordination of the University's honor code. This includes, but is not limited to:

* Maintaining official university records for all honor code violations (social and academic)

* Notifying parents when students are found responsible for certain honor code violations (See Sanctions section.)

* Training and advising members of the University's Honor Board

* Investigating and adjudicating all reports of social honor code violations

* Periodic review and update of Elon's honor code

* Promoting awareness of the Elon honor code on campus

* Conducting periodic meetings with campus and local law enforcement agencies

* Training and supervision of Administrative Hearing Officers.

For information related to the Elon University Honor Code (social and academic), go to the 2008-2009 Student Handbook.

Click here to return to the Judicial Affairs/Honor Code home page.

Judicial Affairs Staff

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Elon Honor Code and Pledge

Introduction to Elon's Honor Code

Elon University recognizes and affirms the importance of character development and personal responsibility as essential elements of an Elon education. Students are expected to uphold the four values listed below for themselves and others in their decisions and day-to-day interactions. Conduct affirming these four values should be followed in all settings, including in and out of the classroom, and on- and off-campus. Upon graduation, students are expected to have demonstrated their commitment to academic excellence **and** honor.

Elon's Honor Code (A description of the Elon University community values)

Every member of Elon University has the right to live and learn in an atmosphere of trust and support. Responsibility for maintaining these values in our community rests with each individual member. Values that promote this atmosphere include:

HONESTY: Be truthful in your academic work and in your relationships.

INTEGRITY: Be trustworthy, fair and ethical.

RESPONSIBILITY: Be accountable for your actions and your learning.

RESPECT: Be civil. Value the dignity of each person. Honor the physical and intellectual property of others.

The Honor Pledge is an abbreviated form of the Honor Code. Students sign the Honor Pledge when they join the Elon community to publicly affirm their intent to behave according to the values of the Elon community. They also sign this pledge on papers, tests, assignments and other documents when requested. The honor pledge is printed on signs in classrooms and residence halls throughout campus.

Elon's Honor Pledge

"On my honor, I will uphold the values of Elon University: honesty, integrity, responsibility, and respect."

Click here to return to Judicial Affairs/Honor Code home page.



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Honor Policies

Elon's honor code applies to behavior:

- occurring from the time of admission until the actual awarding of a degree. It applies to behavior that occurs before classes begin or after classes end, as well as during periods between terms of enrollment unless a student has completed the process of withdrawal from the university.
- in the classroom and at all locations and events on Elon university owned or leased property. It applies to individual students and to student organizations.
- in locations and at events not occurring on campus, including those involving non-campus individuals and organizations.
- in locations abroad, including involvement with all individuals and organizations, and
- in situations involving technology as a means of recording or communication.

The Assistant Dean of Students shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case by case basis.

To clarify the types of violations, Elon has grouped them into policies that cover social situations and policies that cover academic situations. These two policies may overlap, with one or more types of violations being reported from a single incident, when appropriate.

To see a full list of honor violations, click here.

Academic Policies support honest exploration and thoughtful contemplation of all ideas in an environment of honesty and trust. As such, students are to refrain from lying, cheating, stealing or violating another's property, plagiarism, or facilitation of another's academic violation. To be clear about what academic behavior is unacceptable, Elon has listed areas of the policy that clarify components of academic responsibility. Violations of academic policy may result in the lowering of a course grade or assigning a failing grade for the course (including an Honor Code F). Multiple or egregious violations of Academic Policies may result in Disciplinary Suspension or Permanent Separation from Elon University.

Social Policies support the shared values and communal expectations that promote the development of the individual and the community. To be clear about what social behavior is unacceptable, Elon has listed areas of the policy that clarify components of social responsibility. Each area of potential violation is defined and typical sanctions are listed. In cases where more than one violation has occurred as a result of an incident, sanctions will likely increase in severity.

Violations of the Honor Code may be subject to civil or criminal prosecution under local, state and federal law.

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Areas for Possible Honor Violations

Click on the links below to see definition/scope/sanctions	Can violation affect course grade?
Alcoholic beverages	
Behavior that endangers health/safety of self or others	
Cheating	**MAY IMPACT GRADE**
Destruction or defacing of property	
Disorderly conduct	
Drug-related violations	
Facilitating academic dishonesty	**MAY IMPACT GRADE**
Failure to comply with the lawful directive of a university official	
Fighting or other acts of physical aggression	
Fire setting and Arson	
Firearms and/or Weapons	
Fireworks	
Fraud	
Gambling	
Guests and Visitation	
Guest Escort Policy	
Harassment	
Hazing	
Host Responsibility	
Laws of the wider society	
Lying - social policy	
Lying - academic policy	**MAY IMPACT GRADE**
Misuse of university property	
Morals and decency offenses	
Off-campus parties	
Plagiarism	**MAY IMPACT GRADE**
Possession of lost or stolen property	
Sexual offenses	
Stealing - social policy	
Stealing or Vandalism - academic policy	**MAY IMPACT GRADE**
Swimming, wading or skating in restricted areas	

Tampering with fire and/or life safety equipment	
Technology Policies	**MAY IMPACT GRADE**
-- Cyber communities	
-- E-mail	
-- Videotaping, audio taping, or photography without consent	
-- World Wide Web	
Unauthorized occupancy of a residence hall	



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ALCOHOLIC BEVERAGES

Alcoholic beverages may be possessed and/or consumed **only by individuals 21 years of age or older** in their residence or an approved location. Alcohol may be consumed at the Elon Lodge or other specifically sanctioned locations during authorized events with prior approval from the director of Greek life or director of student activities.

Elon understands and supports students being social and wanting to spend time with each other. This may lead to situations where an innocent student is with others who are violating alcohol policies. In order to hold the responsible students accountable, while supporting those who are not, the **Innocent By-Stander rule** may be enacted at the time of alcohol policy violations. Students in the presence of alcohol policy violations will not be charged with an alcohol policy violation if either of the following is included in the Incident Report: (a) there is no physical indication the student has been drinking (slurred speech, odor of alcohol, bloodshot eyes, etc.), and a reasonable number of students take responsibility and attest the student is not in violation, or (b) the student requests and passes an "Alco-Sensor" test at the time of the incident.

Elon embraces students helping each other and enacts this **Good Samaritan rule** where one student seeks appropriate care for another. If a student is with another student "in danger" or "of concern" and calls for medical aid s/he will not be held accountable for violating the university alcohol policy. The university's main concern is getting the proper care for the student in need. Students should call for help and NOT drive anyone in need of medical attention. Most students are not trained to care for the student should s/he become ill or disruptive which could impact one's ability to drive safely. Students with or observing a student "in danger" are expected to seek medical attention. If a student is with another student who has had too much to drink and does not call for assistance s/he will be held accountable with strict sanctions for Behavior which Endangers the Health or Safety of Self and/or Others.

A **notification letter** will be sent to the parents/guardians of any student found responsible for violating any policy regarding alcohol use.

NOTE: all fines double if not paid in five days.

Policies regarding alcohol use include the following:

1. Possession and/or Consumption of Alcoholic Beverages by Students Under 21 Years of Age

Definition - possession and/or consumption of alcoholic beverages by any student on or off-campus or returning to campus after consuming by a student less than 21 years of age. Note: Possession of empty beverage containers or packaging may be considered evidence of possession or consumption of alcohol.

Sanctions
First Offense - normally, not less than alcohol confiscated and disposed of, official warning, 10 campus restitution hours, Alcohol Education Program or Project, $100 fine and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Second Offense - normally, not less than alcohol confiscated and disposed of, disciplinary probation, completion of an Alcohol Education Program or Project, Substance Abuse Assessment and completion of recommendations, 20 campus restitution hours, $150 fine, and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Third Offense - normally, not less than alcohol confiscated and disposed of, preliminary suspension or disciplinary suspension, Substance Abuse Assessment and completion of recommendations, 35 campus restitution hours, $300 fine and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Fourth Offense - normally, disciplinary suspension for one year.

2. Being Under the Influence of Alcoholic Beverages

Definition - a person who, having consumed alcoholic beverages, experiences a loss of the normal use of his/her mental and/or physical faculties. This includes (but is not limited to) slurred speech, loss of motor coordination, aggression, loss of memory (blackouts) or abusive behavior.

Sanctions
First Offense - normally, not less than alcohol confiscated and disposed of, disciplinary probation, completion of an Alcohol Education Program or Project, Substance Abuse Assessment and completion of recommendations, 15 campus restitution hours, $150 fine and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Second Offense - normally, not less than alcohol confiscated and disposed of, preliminary suspension or disciplinary suspension, Substance Abuse Assessment and completion of recommendations, 30 campus restitution hours, $300 fine and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Third Offense - normally, disciplinary suspension for one year.

3. Public Consumption and/or Possession of Alcohol

Definition - possession or consumption of alcoholic beverages is allowed by students who are 21 years of age or older only in their residence or an approved location. Alcohol is not allowed in non-residential buildings or outdoors, except for events where alcohol use has been formally approved.

Sanctions
First Offense - normally, not less than alcohol confiscated and disposed of, official warning, 10 campus restitution hours, Alcohol Education Program or Project $75 fine and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Second Offense - normally, not less than alcohol confiscated and disposed of, disciplinary probation, completion of an Alcohol Education Program or Project, Substance Abuse Assessment and completion of recommendations, 15 campus restitution hours, $100 fine and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Third Offense - normally, not less than alcohol confiscated and disposed of, preliminary suspension or disciplinary suspension, Substance Abuse Assessment and completion of recommendations, 30 campus restitution hours, $200 fine and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Fourth Offense - normally, disciplinary suspension for one year.

4. Provision and/or Distribution of Alcohol to Students Under 21 Years of Age

Definition - By an individual - any person purchasing, providing or distributing alcohol to any individual below the age of 21 years.

Definition - By an organization - any organization that purchases, provides or distributes alcohol to any individual below the age of 21 years.

Sanctions - for an individual:
First Offense - normally, not less than disciplinary probation or preliminary suspension, completion of an Alcohol Education Program or Project, 40 campus restitution hours and $200 fine with possible permanent separation. (Fine doubles if not paid within 5 days.)
Second Offense - normally, not less than disciplinary suspension for one year with possible permanent separation and $300 fine. (Fine doubles if not paid within 5 days.)

Sanctions - By an organization:
First Offense - normally, not less than alcohol confiscated and disposed, loss of specific social privileges, $200 fine, and 20 restitution hours per member present at event and loss of university housing and/or recognition for one year. (Fine doubles if not paid within 5 days.)
Second Offense - normally, permanent loss of university recognition.

5. Sponsorship of an Activity Involving the Unauthorized use of Alcoholic Beverages by Individuals, Residential communities, or University-Recognized Organizations

Definition - sponsorship of any activity or event involving the use of alcoholic beverages without specific university approval to do so, said sponsorship being carried out by a residence hall floor/suite/apartment, or organizations.

Sanctions - for individuals:
First Offense - normally, not less than alcohol confiscated and disposed, preliminary suspension or disciplinary suspension, completion of an Alcohol Education Program or Project, 40 campus restitution hours and $200 fine. (Fine doubles if not paid within 5 days.)
Second Offense - normally, not less than disciplinary suspension for one year with possible permanent separation. Student must complete a Substance Abuse Assessment with results forwarded to Elon for consideration for re-admittance.

Sanctions - for residential areas or Organizations:
First Offense - normally, not less than alcohol confiscated and disposed, loss of specific social privileges, $200 fine, campus restitution hours and probationary status for 15 weeks, nor more than suspension of social privileges and/or university recognition for one academic year . (Fine doubles if not paid within 5 days.)
Second Offense - loss of group housing and permanent loss of university recognition.

6. Possession of a Keg, Common Alcohol Beverage Container or Excessive Amounts of Alcohol on University-Owned Property or by a Student Organization on or off the Campus

Definition - possession and/or consumption of a keg or any common container containing alcohol or any alcohol beverage container of more than 32 fluid ounces, including party balls, pony kegs and other bulk containers. This includes kegs and multi-serving containers that are empty. Students may not have more than the equivalent of 12 drinks per number of legal age residents in campus housing; one drink is a 12 ounce beer, 4 ounce glass of wine or 2 ounces of liquor.

Sanctions
First Offense - normally, not less than container confiscated and disposed of, preliminary suspension or disciplinary suspension, completion of an Alcohol Education Program or Project, 40 campus restitution hours and $200 fine with possible permanent separation. (Fine doubles if not paid within 5 days.)
Second Offense - normally, not less than disciplinary suspension for one year with possible permanent separation. Student must complete a Substance Abuse Assessment with results forwarded to Elon for consideration for re-admittance.

NOTE: As with all other alcohol violations, kegs and multi-serving containers that are confiscated will not be returned to the student and all claims to deposit refunds are forfeited.



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BEHAVIOR THAT ENDANGERS THE HEALTH & SAFETY OF SELF AND/OR OTHERS

Definition - any behavior which creates a risk of danger to self, others or the university community, including, but not limited to propping doors to residence halls, playing alcohol drinking games or extreme intoxication, throwing objects from windows or balconies, water balloon fights, disclosure and/or use of residence hall/Greek house combinations or door access cards by an individual other than a resident of the community, failure to evacuate a building during a fire alarm and being on the roof of any buildings. Not calling for medical assistance when a fellow student is a safety or health risk due to alcohol or drugs.

Sanctions
First Offense - normally, not less than disciplinary probation with possible disciplinary suspension for one year, $150 to $300 fine, 30 campus restitution hours and restitution.
Second Offense - normally, not less than disciplinary suspension with possible permanent separation and $200 to $400 fine.
Third Offense - normally, not less than permanent separation.



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CHEATING

Definition - The possession, receipt, use or solicitation of unauthorized materials, information, notes, study aids or other devices in any academic exercise. This definition includes unauthorized communication of information before, during and after an academic exercise.

Scope - all encompassing. Examples: This includes, but is not limited to, the following:

a. Copying from another student's paper or test or receiving any unauthorized assistance on any assignment or exam.

b. Possessing, buying, selling, removing, receiving or using at any time or in any manner not previously authorized by the instructor a partial or complete copy of any exam or other materials intended to be used as an instrument of evaluation in advance of their administration.

c. Using any material or equipment not authorized by the instructor during a test or other academic evaluation.

d. Attempting to influence or change an academic evaluation, grade or record by deceit or unfair means, such as (1) damaging the work of another student to gain an unfair advantage (2) marking or submitting an exam or other assignment in an attempt to deceive the grading system.

e. Submitting, without prior permission, the same academic work which has been submitted in identical or similar form in another class in fulfillment of any other academic requirement at the university.

f. Permitting another person to substitute for one's self for any type of academic evaluation.

g. Gaining an unfair advantage on any assignment by destroying, hiding or unauthorized removal of materials intended for the use of all (library resources, etc.).

h. Collaborating with other students on projects, processes and/or papers where such collaboration has been forbidden by the instructor.

Sanctions
Course related response - sanctions related to the course in which the violation occurred, including the course grade with an optional "honor code F", will be assigned by the professor.

Institutional response - Academic Censure with notification letter to parents/guardians; sanctions resulting from egregious or multiple honor code violations will be determined by the Assistant Vice President of Academic Affairs. These sanctions may include preliminary suspension, disciplinary suspension or permanent separation from the university.



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DESTRUCTION OR DEFACING OF PROPERTY

Definition

Against an Individual - destruction of and/or damage to an individual's personal property.
Against the University - destruction, damage or defacement of university property including, but not limited to, walking on roofs of university buildings, being on balconies; defacing structures, equipment and facilities; parking/driving on grass and sidewalks; grinding or rail sliding with skates or skateboards; littering; and removing window screens.

Sanctions

Against an individual - normally, not less than disciplinary probation, restitution and campus restitution hours nor more than disciplinary suspension, replacement of property and loss of housing.
Against the University - normally, not less than disciplinary probation, loss of campus housing and restitution and possible disciplinary suspension.



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DISORDERLY CONDUCT

Definition - conduct which is offensive or annoying to others or is disruptive of the rights of others. This includes, but is not limited to, intentionally preventing others from listening or presenting their ideas in class; excessive noise such as loud talk, shouting, loud stereo or television sets; public urination or defecation; horseplay, practical jokes, hiding from university officials, hall sports and general annoyances. Cell phones and pagers must be turned off or set to vibrate and may not be used in classrooms, during convocations, or public lectures, etc. Offenses that occur in the classroom may result in temporary or permanent suspension from the class, pending the outcome of a hearing.

Sanctions

First Offense - normally, not less than official warning and 15 campus restitution hours and possible disciplinary suspension. Temporary or permanent suspension from a class may result when the offense occurs in a class or is class-related.

Second Offense - normally, not less than disciplinary probation and campus restitution hours and possible disciplinary suspension. Temporary or permanent suspension from the class may result when the offense occurs in the class or is class-related.

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DRUG POLICY

The possession, use (without a legal prescription) and/or distribution of controlled and illegal substances by any member of the Elon University community is strictly prohibited (regardless of laws when visiting another country). Please note that those individuals who are involved in any drug-related violation are subject to criminal action, as the university may report these individuals to the legal authorities. Students convicted of any offense involving the possession or sale of a controlled substance may also be deemed ineligible to receive Financial Aid.

1. Possession, Use, Distribution and/or Sale of Controlled or Illegal Substances

Definition - the illegal possession, use, distribution, and/or sale of controlled or illegal substances. This includes possession or use of prescription drugs without a valid medical prescription and use of substances for purposes or in manners not as directed.

Sanctions - Illegal possession or use
First Offense - normally, not less than preliminary suspension with possible permanent separation; $100 fine, 25 restitution hours, Substance Abuse Assessment and completion of recommendations, and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Second Offense - normally, permanent separation from the university.

Sanctions - Illegal distribution or sale
First Offense - permanent separation from the university.

2. Possession of Drug Paraphernalia

Definition - possession and/or use of drug paraphernalia, including, but not limited to, roach clips, bongs, hookahs, blow tubes, papers, scales or any material or apparatus containing drug residue.

Sanctions
First Offense - normally, not less than preliminary suspension with possible disciplinary suspension; 25 campus restitution hours, $100 fine, attendance at a drug education program at student's expense, and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Second Offense - normally, not less than disciplinary suspension with possible permanent separation; 50 campus restitution hours, $200 fine, and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)

3. Accessory to Drug Use, Possession or Sale

Definition - being in the presence of or aiding and abetting the possession, sale or use of controlled or illegal substances.

Scope - all encompassing on campus and including off-campus events and activities sponsored by the University or student organizations.

Sanctions
First Offense - normally, not less than disciplinary probation with possible permanent separation; 25 campus restitution hours, attendance at a drug education program at student's expense, $100 fine, and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Second Offense - normally, not less than disciplinary suspension with possible permanent separation; 50 campus restitution hours, $200 fine, and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)



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FACILITATING ACADEMIC DISHONESTY

Definition - Helping or attempting to help another person commit an act of academic dishonesty.

Scope - all encompassing. Examples: This includes, but is not limited to, the following:

a. Providing assistance to another during an exam or on another assignment in a manner not authorized by the instructor.

b. Acting as a substitute for another in any type of academic violation.

c. Providing specific information about a recently given test, exam or other assignment to another student who thereby gains an unfair advantage in an academic evaluation.

d. Permitting one's academic work to be represented as the work of another including allowing another student to copy one's work to submit for a grade.

e. Preparing for sale, barter or loan to another such items as unauthorized papers, notes, abstracts of lectures or readings.

Sanctions

Course related response - sanctions related to the course in which the violation occurred, including the course grade with an optional "honor code F", will be assigned by the professor.

Institutional response - Academic Censure with notification letter to parents/guardians; sanctions resulting from egregious or multiple honor code violations will be determined by the Assistant Vice President of Academic Affairs. These sanctions may include preliminary suspension, disciplinary suspension or permanent separation from the university.



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FAILURE TO COMPLY WITH THE LAWFUL DIRECTIVE OF A UNIVERSITY OFFICIAL

Definition - direct disobedience of a lawful order of a university employee (including, but not limited to, assistant directors, resident area coordinators, resident assistants, housing assistants, house managers, lab supervisors, dining hall personnel, faculty and security staff). This includes, but is not limited to, failure to evacuate a building, campus, or area of campus when so ordered by a university official, refusing to present an ID upon request, failure to comply with a reasonable request of a faculty or staff person, or failure to complete prescribed sanctions as given by an administrative hearing officer or hearing board.

Sanctions
First Offense - normally, not less than official warning with possible disciplinary suspension, 15 campus restitution hours and $50 fine.
Second Offense - normally, not less than disciplinary probation with possible permanent separation, 25 campus restitution hours and $100 fine.



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FIGHTING OR ACTS OF PHYSICAL AGGRESSION

Definition - an encounter with blows or other personal violations between two or more persons.

Sanctions
First Offense - normally, not less than disciplinary probation with possible disciplinary suspension, Counseling Assessment and completion of recommendations, 25 campus restitution hours and $100 fine.
Second Offense - normally, not less than disciplinary suspension with possible permanent separation, Counseling Assessment and completion of recommendations, 50 campus restitution hours and $200 fine.



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FIRE SETTING AND ARSON

Definition
Fire Setting - lighting a fire without authorization.
Arson - setting fires with the intention of destroying property.

Sanctions
Fire Setting - normally, not less than disciplinary suspension with possible permanent separation; restitution, and $200 fine.
Arson - permanent separation.

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FIREARMS AND/OR WEAPONS

Definition - the possession or use, whether openly or concealed, of any weapon or ammunition including, but not limited to: guns, rifles, pistols, bullets, explosives, BB guns, paint pellet guns, bow and arrows, sling shots, bowie knives, daggers, switch-blade knives, metallic knuckles, throwing stars, knives of more than six inches when opened and any other weapon of any kind while on university-owned property or at university-related events.

Sanctions - Possession of firearms or weapons:
First Offense - normally, not less than preliminary suspension with possible permanent separation; weapon confiscated, immediate loss of campus housing and 50 campus restitution hours.
Second Offense - normally, not less than disciplinary suspension and possible permanent separation.

Sanctions - Use of firearms or weapons:
First Offense - normally, not less than disciplinary suspension and possible permanent separation.
Second Offense - permanent separation.



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FIREWORKS

Definition - the possession and/or use of fireworks on university owned or leased property or at university or student sponsored events.

Scope - all encompassing on campus and including off-campus events and activities sponsored by the University or student organizations.

Sanctions
First Offense - normally, not less than fireworks confiscated, disciplinary probation and 25 campus restitution hours, nor more than disciplinary suspension.
Second Offense - normally, not less than preliminary suspension, loss of campus housing, campus restitution hours and fine and possible permanent separation.



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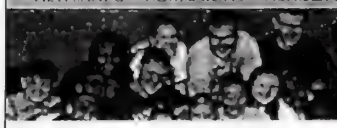
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FRAUD

Definition - a false representation which is intended to deceive another. Falsifying statements, records and forms. This includes but is not limited to computer applications, cable television, telecommunications equipment, presenting another person's ID or Phoenix Card number for identification for meals or purchases or allowing another person to use Phoenix Card; and manufacturing, altering or falsifying an official identification card or possession and/or use of a fake identification card.

Sanctions
First Offense - normally, not less than disciplinary probation, 15 campus restitution hours and loss of campus housing with possible disciplinary suspension.
Second Offense - permanent separation.



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GAMBLING

Definition - to play, or game, for money or other valuable stakes with the hope of gaining something significant beyond the amount an individual pays.

Scope - all encompassing on campus and including online gambling and off-campus events and activities sponsored by the University or student organizations (subject to state and federal laws).

Sanctions - not less than disciplinary probation with possible disciplinary suspension, educational program or project, Counseling Assessment and completion of recommendations.



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GUESTS AND VISITATION

Definition - The university visitation policy applies to all students and guests and rests on the basic principle of consideration for roommates and other residents of your floor, suite/flat or apartment or Loy Center houses. A guest is defined as anyone who is present at the invitation of a student or anyone who is received or accompanied by a student on university owned or leased property.

Students are responsible for educating their guest(s) regarding university policies and are accountable for the behavior and actions of their guest(s). Students will be charged with violating the Visitation Policy and all other policies their guest(s) violate, as if the student(s) violated the policies themselves. Non-student guests are also subject to criminal prosecution for violation of campus policies and state and federal laws. Students are responsible for all guest activities and incidents occurring on university owned or leased property.

Guests with repeat or serious violations of campus policies may be permanently trespassed from campus and may be subject to criminal prosecution.

Same-sex Guests

Students may have same-sex overnight guests (friends or family from out of town or Elon students) no more than three days/nights per week, not more than four nights within any 30 day period, and with prior approval of roommate(s).
Same-sex guests not staying overnight will follow the visitation hours below.

Opposite-sex Guests

Guests/students of the opposite sex may not stay overnight in the residence halls.
Students may have visitors of the opposite sex during the visitation hours below:
Sunday - Thursday: 10 a.m. until 12:30 a.m.
Friday - Saturday: 10 a.m. until 2:00 a.m.

Freshmen and sophomores living in Elon University apartments will abide by the above policy. Juniors and seniors living in Elon University apartments may have 24-hour visitation seven days a week, yet not more than four nights within any 30 day period, and with prior roommate approval.

Suite and flat lounges/living rooms and Pavilion 2nd floor lounges are open during visitation hours only. West Parlor, Harden Dining, and International and Honors Pavilion classrooms and foyer are open to residents and their guests 24 hours a day when school is in session. Danieley Center Commons is open to residents and their guests from 8 a.m. - 2 a.m. Loy Center great rooms are open to organization members and their guests 24 hours a day when school is in session.

Scope - all encompassing on university owned or leased property.

Sanctions
First Offense - normally, not less than official warning and $25 fine.
Second Offense - normally, not less than disciplinary probation, 10 campus restitution hours and $25 fine with possible preliminary suspension.
Third Offense - normally, not less that preliminary suspension, 20 campus restitution hours and $50 fine with possible disciplinary suspension.
Fourth Offense - normally, not more than disciplinary suspension and $75 fine.

NOTE: Minimum sanction for having guests overnight is Official Warning.

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GUEST ESCORT POLICY

Definition - In order to ensure the safety and comfort of all residents, students may not leave guests unattended in their residence hall, apartment, or common area at any time. Students must escort their guests at all times, including trips to the bathroom in halls with community single sex bathrooms.

Scope - all encompassing in university owned or managed residential facilities.

Sanctions
First Offense - normally, not less than official warning and $25 fine.
Second Offense - normally, not less than disciplinary probation, 10 campus restitution hours and $50 fine with possible preliminary suspension.
Third Offense - normally, not less that preliminary suspension, 20 campus restitution hours and $75 fine with possible disciplinary suspension.
Fourth Offense - normally, not more than disciplinary suspension and $100 fine.



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HARASSMENT

Definition - the threatening of or verbal abuse directed toward any member of the university community. This includes, but is not limited to, stalking, communication of a threat, defamation of character, use of profanity, verbal assaults, indecent language or images on a telephone or computer, and derogatory, sexist or racist remarks or any behavior that puts another member of the university community in a state of fear or anxiety or might be perceived as jeopardizing the physical, moral or scholastic well-being of any individual. Offenses that occur in a classroom may result in temporary or permanent suspension from a class, pending the outcome of a hearing.

Sanctions

First Offense - normally, not less than disciplinary probation with possible permanent separation; educational program or project, Counseling Assessment with completion of recommendations, and 25 campus restitution hours. Temporary or permanent suspension from a class may result when the offense occurs in a class or is class-related.

Second Offense - normally, not less than disciplinary suspension with possible permanent separation. Temporary or permanent suspension from a class may result when the offense occurs in a class or is class-related.



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HAZING

Definition - to annoy any person (or aid or abet) by playing abusive or ridiculous tricks upon him/her, to subject anyone to personal indignity or danger, or to use peer pressure or innuendo to cause involuntary exercises, personal servitude, etc.

Sanctions
Individuals - normally, not less than preliminary suspension and campus restitution hours with possible permanent separation.
Organizations - normally, not less than loss of campus housing and suspension of official university recognition for one academic year with possible permanent removal of official university recognition.



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HOST RESPONSIBILITY

Definition - Students residing in University-owned or managed residences are responsible for all conduct that occurs in their residence including ensuring the safety, well-being and conduct of their guests, whether invited or uninvited. This includes hosting events or gatherings where alcohol is available for underage students, students drink to excess, or use illegal drugs. Student hosts may be held responsible for damages to the community, students jumping from windows, etc. Also, students are not allowed to host more guests than is reasonable for each type of "living unit". (Two person rooms may have no more than six total at any time – four person suites may have twelve total – eight person flats/apartments may have 20 total, etc.)

Sanctions

First Offense - normally, not less than alcohol confiscated and disposed of, disciplinary probation, completion of the Alcohol Education Program or Project, 15 campus restitution hours, $150 fine, and possible Substance Abuse Assessment with completion of recommendations.

Second Offense - normally, not less than alcohol confiscated and disposed of, preliminary suspension or disciplinary suspension, Substance Abuse Assessment with completion of recommendations, 30 campus restitution hours and $300 fine.

Third Offense - normally, disciplinary suspension for one year.



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All students are required to abide by the laws of local, state and national governments and are subject to judicial action by the university for violation of any of the laws. This includes Town of Elon ordinances. University sanctions may be assessed to students through the Honor Code for student behavior that adversely affects self or others at off-campus sites or disrupts the community. University judicial action does not preclude the possibility of civil or criminal charges being placed against an individual nor does the filing of civil or criminal charges preclude action by the university.



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LYING (SOCIAL POLICY)

Definition - the making of a false statement to any member of the university community (student, faculty or staff) with the intention of deceiving.

Sanctions
First Offense - normally, not less than disciplinary probation and 15 campus restitution hours with possible disciplinary suspension.
Second Offense - permanent separation.



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LYING (ACADEMIC POLICY)

Definition - Any oral or written statement misrepresenting the truth.

Scope - all encompassing. Examples: This includes, but is not limited to, the following:

a. Making a false statement in an attempt to gain advantage or exception.

b. Falsifying evidence or testifying falsely.

c. Inventing or counterfeiting data, research results, research procedures, experiences or any other information.

d. Citing a non-existent source or a source not actually consulted for referenced material/data.

e. Altering any official academic record.

f. Submitting a false excuse for absences.

Sanctions
Course related response - sanctions related to the course in which the violation occurred, including the course grade with an optional "Honor Code F", will be assigned by the professor.

Institutional response - Academic Censure with notification letter to parents/guardians; sanctions resulting from egregious or multiple honor code violations will be determined by the Assistant Vice President of Academic Affairs. These sanctions may include preliminary suspension, disciplinary suspension or permanent separation from the university.



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MISUSE OF UNIVERSITY PROPERTY

Definition - the unauthorized use of university property including, but not limited to, use of university keys, duplication of university keys or unauthorized use of university spaces, university vehicles or university equipment.

Sanctions - normally, not less than disciplinary probation with restriction or removal of privileges and possible permanent separation.

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MORALS AND DECENCY OFFENSES

Definition - including, but not limited to, violations of the following: actions, images, words or data which are indecent, abusive, profane, harassing or sexually offensive whether via telephone, e-mail, audio, film, video, printed materials, homepages, or online social networks; peeping Tom, public nudity and indecent exposure.

Scope - all encompassing on or off-campus and including online technology and events and activities sponsored by the University or student organizations.

Sanctions
First Offense - normally, not less than disciplinary probation and 15 campus restitution hours and possible permanent separation.
Second Offense - normally, not less than disciplinary suspension and possible permanent separation.



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OFF-CAMPUS PARTIES

Definition - Students residing in off-campus residences are responsible for ensuring the safety, well-being and conduct of their guests, whether invited or uninvited. This includes hosting events or gatherings where alcohol is available for underage students, students drink to excess, or use illegal drugs.

Sanctions
Sanctions will be determined by the cumulative effect of all social policy violations. For example, students may be charged with violations of the alcohol and drug policies of the university as presented in this handbook. Students should familiarize themselves with state social host liability laws, to which they are subject. Also, refer to Laws of Wider Society and Student Behavior at Off-campus Sites.



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PLAGIARISM

Definition - Presenting the work or ideas of another as one's own (i.e. without proper acknowledgment of the source). The sole exception to the requirement of acknowledging sources is when the ideas or information are common knowledge. Any student must be thoroughly familiar with methods for documenting the use of another person's sentences, arguments or ideas.

Scope - all encompassing. Examples: Plagiarism includes, but is not limited to, failure to do the following:

a. Direct quotation. Any direct quotation of any portion of any source must be placed in quotation marks and properly attributed to its author, using documentation in accordance with the requirements of the appropriate current style manuals. The following example, which uses MLA style (other styles may be used in different classes), shows how a direct quotation is properly acknowledged:

In her book titled *The Subject of Semiotics*, Kaja Silverman points out that "Madame Bovary places ... an insistent emphasis on the cultural sources from which ideal images derive - churches, schools, the marketplace, literature - [which] may help to clarify for us that ideal representations are always socially mediated." (From Kaja Silverman, The Subject of Semiotics, New York: Oxford UP, 1983, p.161).

b. Paraphrase. Prompt acknowledgment is required when material from any source is paraphrased or summarized in whole or in part in one's own words.

To acknowledge a paraphrase properly, one might state: "To paraphrase Locke's comment..." or "According to Rousseau...," and conclude with a citation identifying the exact reference.

c. Attributing any ideas, research results, procedures or concepts not one's own to the original source.

When referring to another's work, proper credit must be given to the source, even if one neither paraphrases nor quotes directly from that work. A footnote or an endnote should fully identify that source.

The way in which a student and/or researcher chooses to handle this point in particular has a direct bearing on the integrity of the community in which s/he operates. This point should therefore be given careful consideration when preparing any paper or doing any type of research.

Sanctions

Course related response - sanctions related to the course in which the violation occurred, including the course grade with an optional "Honor Code F", will be assigned by the professor.

Institutional response - Academic Censure with notification letter to parents/guardians; sanctions resulting from egregious or multiple honor code violations will be determined by the Assistant Vice President of Academic Affairs. These sanctions may include preliminary suspension, disciplinary suspension or permanent separation from the university.



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POSSESSION OF LOST OR STOLEN PROPERTY

Definition - this includes, but is not limited to, the possession of property reported or known to be lost or stolen, regardless of the item's place of origin. Possession of traffic cones, signs, markers, and/or other Department of Transportation materials are strictly prohibited.

Sanctions
First Offense - normally, not less than disciplinary probation and restitution with possible disciplinary suspension.
Second Offense - normally, not less than disciplinary suspension with possible permanent separation.



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SEXUAL OFFENSES

1. Sexual Harassment

Definition - unwelcome sexual advances, requests for sexual favors, or other physical and expressive behavior of a sexual nature that creates an intimidating or offensive environment. May include slurs, threats, derogatory or suggestive comments, unwelcome jokes, exposure to sexually-oriented literature or pictures, teasing or sexual advances and other similar verbal or physical conduct, including e-mail, phone calls or other online communications Any comments or behaviors that are hurtful or derogatory to a specific gender or orientation via any medium (bodily, print, verbal, telephone, electronic, etc.) are prohibited. (See the Sexual Harassment in the General Policies section for additional information.)

Sanctions
First Offense - normally, not less than disciplinary probation with possible permanent separation; Counseling Assessment with completion of recommendations, and campus restitution hours.
Second Offense - normally, not less than disciplinary suspension and possible permanent separation.

2. Non-Consensual Sexual Acts

Definition - the use of force or perceived force to coerce a person into performing sexual acts against his/her will, or not forcibly or against that person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity; or any groping, touching, or fondling of another against his/her will or not against that person's will where the victim is incapable of giving consent. Any attempted or actual sexual contact directed against another person by a student in the direct absence of clear and voluntary consent.

Sanctions
First Offense - normally, not less than disciplinary probation with possible permanent separation; Counseling Assessment with completion of recommendations, and campus restitution hours.
Second Offense - normally, not less than disciplinary suspension and possible permanent separation.



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STEALING (SOCIAL)

Definition - the unauthorized taking of property from the possession of another person or the university. This includes, but is not limited to, taking another's belongings, the unauthorized possession of parking decals or consumption of food. See the Academic Policies for the policy on Academic Stealing or Vandalism.

Sanctions
First Offense - normally, not less than preliminary suspension and loss of campus housing with possible disciplinary suspension.
Second Offense - permanent separation.



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STEALING OR VANDALISM (ACADEMIC)

Definition - Taking, attempting to take or withholding the property of another person or the university, thereby permanently or temporarily depriving the owner or other students of its use or possession.

Scope - all encompassing. Examples: These include, but are not limited to the following:

a. Unauthorized removal or possession of library materials, examinations, computer programs, etc.

b. Taking or possessing another's academic work or materials without permission or proper credit.

c. Defacing or destruction of academic property.

Sanctions
Course related response - sanctions related to the course in which the violation occurred, including the course grade with an optional "Honor Code F", will be assigned by the professor.

Institutional response - Academic Censure with notification letter to parents/guardians; sanctions resulting from egregious or multiple honor code violations will be determined by the Assistant Vice President of Academic Affairs. These sanctions may include preliminary suspension, disciplinary suspension or permanent separation from the university.



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SWIMMING, WADING OR SKATING IN RESTRICTED AREAS

Definition - swimming, wading, or skating in or on Lake Mary Nell, Lake Verona, Boney Fountain, Chandler Fountain or Fonville Fountain.

Sanctions - normally, not less than an official warning and campus restitution hours and possible disciplinary probation.



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TAMPERING WITH FIRE AND/OR LIFE SAFETY EQUIPMENT

Definition - this includes, but is not limited to, tampering with or removing smoke detectors, fire alarms, fire extinguishers, exit signs or other life safety equipment, as well as the breaking of pull station or fire extinguisher covers, unless the situation warrants such action. This also includes pulling and/or causing a false fire alarm to be pulled.

Sanctions
First Offense - normally, not less than preliminary suspension, the immediate loss of campus housing, 25 campus restitution hours and $100 fine and possible permanent separation.
Second Offense - normally, not less than disciplinary suspension and $200 fine and possible permanent separation.



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TECHNOLOGY POLICIES

Elon University promulgates ethical and responsible uses of technology and has identified four core values related to technology, ethics, and personal responsibility. These are safety, caretaking, originality, and civility. The University has strong expectations that students' behavior in the use of technology will be guided by these values and that the university's resources will be used in a responsible manner which supports the mission of the university and the law. A full explanation of these values is given at http://www.elon.edu/e-web/students/handbook/TERP.xhtml and by reference is made a part of the Student Handbook. Failure to uphold these values and related policies may result in serious judicial repercussions and loss of computing privileges.

Students are expected to review and become familiar with the University's technology policies and to abide by and uphold these policies. The complete policies may be accessed at http://www.elon.edu/technology/policies.htm. Students are accountable for these policies, as well as following the four technology policies presented below.

1. Cyber Communities and Online Social Networks

Definition - Elon University recognizes participation in cyber communities (Facebook, My Space, Xanga, Live Journal, Webshots, Second Life, World of Warcraft, etc.) is significant and can be used in positive ways to build community on and off campus. However, these outlets may also be used in inappropriate and harmful ways. Elon expects students who choose to utilize cyber communities/online social networks to exercise discretion and uphold standards of good taste and respect. Students found violating University policy, as well as local, state and federal laws in these cyber communities may be held accountable through the student judicial system and/or the court system. Students are also responsible for any content on their personal online space that is submitted to their site by individuals affiliated and not affiliated with the institution.

Students who participate in cyber communities and/or online social networks are advised to follow established safety practices. Students should set privacy features to restrict access to their profiles and pictures to friends, and should not accept a "friend" request from someone who is unfamiliar or who the student cannot identify. The University also discourages the inclusion of personally identifying information in personal profiles such as, but not limited to address (including campus address), class schedule, cell/home phone number, AIM screen names, e-mail addresses, and birth date (omit year). Information published in the public domain can result in negative safety, judicial, legal, personal and professional consequences. Students are advised that administrators, parents, law enforcement personnel, future employers and even predators may view this information. These public online spaces are open to an international audience and should be regarded as public information.

2. E-Mail

Definition - Elon University encourages the appropriate use of e-mail. However, e-mail is a privilege, and certain responsibilities are attached to its use. All users are expected to adhere to bounds of decency, law, ethics, common sense and good taste in e-mail communications. Individuals and university-sanctioned student organizations must comply with the Elon University E-mail Policy as well as all local, state and federal laws.

3. Videotaping, Audio Taping, and Photography Without Consent

Definition - videotaping, audio taping, or photography (camera and video phones included) of students, faculty or staff without their express consent.

4. World Wide Web

Definition - individuals and university-sanctioned student organizations must comply with the Elon University Web Policy as well as all local, state and federal laws for material on the

university Web site. Check the Web policy link or the site for the full text of the policy along with information on style and content.

Scope for all Technology Policies – the scope for all technology policies is all encompassing on or off-campus and includes events and activities sponsored by the University or student organizations.

Sanctions
First Offense - normally, not less than official warning, loss of computing privileges on a temporary basis and possible loss of privilege to exhibit a web site or use university email.
Second Offense - normally, not less than disciplinary probation or preliminary suspension, suspension or expulsion from Elon's computing facilities and possible permanent loss of technology privileges.
Third Offense - normally, disciplinary suspension or permanent separation. Also, students found in violation of University policy as well as local, state and federal laws may be held accountable through the student judicial system and/or the legal system.



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UNAUTHORIZED OCCUPANCY OF A RESIDENCE HALL

Definition - commuter students or non-students who stay in the residence halls without proper authorization from the Residence Life Office, or resident students who allow non-students or commuters to stay in their rooms or suites for an extended period of time above and beyond the guidelines as stated in the Guest and Visitation Policy. This does not apply to an illegal room change of a resident student.

Sanctions
First Offense - normally, not less than restitution, disciplinary probation and campus restitution hours.
Second Offense - normally, not less than preliminary suspension and loss of campus housing, nor more than disciplinary suspension.



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Reporting Suspected Violations

This page contains information on reporting suspected honor code violations, including **academic policy** cases and **social policy** cases.

Because judicial proceedings for social and academic policy charges are to be conducted expeditiously, prompt reporting (within two weeks of the incident) is encouraged. The length of time between the incident and when it is reported is a consideration in whether the University will pursue charges. Reports received 6 months or more after an incident will normally not be considered for adjudication. Students will not be penalized or discriminated against in any way for reporting incidents, but any student who knowingly files a false or malicious complaint may be charged with lying under the social honor code. Judicial proceedings will be informal, fair and as expeditious as possible.

Academic Policies
Elon faculty members who suspect a student or students of violating Academic Policies will schedule an appointment with the students/s (either individually or as a group, to be determined by the professor). Elon students who witness an academic violation are expected to report the violation to the faculty member, along with any information to substantiate their charge.

During the initial meeting, the professor will explain the basis of the Academic Policy charge, and will share supporting information, if available, with the student. The purpose of this meeting is not to question charges or negotiate sanctions, but rather to make sure the student understands the professor's charge against him/her and to sign the form indicating whether the student will or will not take responsibility for the offense.

Social Policies
Any member of the Elon University community can report a violation of campus policies by filing an Elon University Incident Report with the Office of Judicial Affairs, Moseley Center 211. The incident will be investigated, and if disciplinary charges are warranted, it will be referred to the appropriate administrative hearing officer or honor board.

Click here to return to the Judicial Affairs/Honor Code home page.

For information about the judicial process, click here.



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The Judicial Process

The judicial system outlines the steps involved in examining and adjudicating reports of honor code violations. The topics covered in this section are listed below. Detailed descriptions of them follow.

* Introduction and philosophy of the judicial system

* Determination/selection of the hearing body

* The Elon Honor Board

* Elon Honor Board Procedures

Introduction and Philosophy

Elon University views its role in the administration of institutional policy as one of both ensuring fairness and providing an educational opportunity for the student. This approach protects the campus community by providing a system of educational and punitive sanctions for those violating university policies and also encourages growth and development of students through supporting the practice of responsible behavior in a community. The educational approach infers a need for understanding and self discipline on the part of the student as well as a respect for the rights and privileges of others.

The basic philosophy and principles which guide the Judicial System at Elon University are:

* The judicial process is necessary and effective when it is applied in the learning experience of a student and/or for protection of the community of which s/he is a member.

* When campus judicial action becomes necessary, that action should be handled expeditiously and thoroughly.

* The education of students concerning the policies of the university, emphasizing the need to live by those rules in a community of people, is promoted in residence hall meetings, judicial hearings and during any other contact made with individuals charged with violating university policy(ies).

* In judicial conferences involving students who are accused of violating university policies, consideration will be given to all information relevant to the case. This is to ensure that a fair process and appropriate consideration are extended to all students.

Selection of the Hearing Body

Academic Policy Cases

If the student is charged and admits responsibility, s/he will meet with the course professor to discuss the charges and the professor will assign "course related" sanctions. The professor will then submit the materials to the Assistant Vice President for Academic Affairs to determine if "university related" sanctions are appropriate. If the charged student denies any misconduct, the case will automatically be referred to the Elon Honor Board.

If a charged student denies any misconduct, the Assistant Vice President for Academic Affairs will convene the honor board. Charges reported as allegedly occurring within ten or less days before Reading Day each semester may have to be heard by the board during the subsequent semester.

Social Policy Cases

Most social honor code proceedings are initiated when an Elon Incident Report is filed. Based on the preliminary screening of the report, potential charges are determined. If the incident

occurs in a residence hall area or Greek house and involves any of the charges listed below, the incident report is usually referred to a residence life or Greek life professional staff member for investigation and adjudication. These cases, as well as those occurring outside the residential communities, may be referred to the assistant director of judicial affairs or assistant dean of students for adjudication. Cases that are usually referred to the residence life or Greek life staff for adjudication include:

- Alcohol policy (first and second offenses)
- Behavior which endangers the health and safety of self and/or others
- Disorderly conduct
- Failure to comply with a lawful directive of a university official
- Fighting
- Gambling
- Harassment
- Lying
- Possession of lost or stolen property
- Stealing
- Swimming, wading or skating in restricted areas.

After the incident report is assigned, the designated administrative hearing officer will send the student a Notice of Judicial Action letter. This letter will indicate what the potential charges are and the recommended sanctions if the student is found responsible. If the student wishes to accept responsibility for the charges and the recommended sanctions without a formal meeting, then s/he should contact the administrative hearing officer whose name appears on the letter. If the student does not respond by the assigned date to schedule a judicial conference, then the case will be heard without the student present, a decision will be reached and the student will be notified.

If the accused student believes that s/he is not responsible for the charges, then the student must contact the administrative hearing officer by the date specified. The administrative hearing officer will arrange a conference with the student to discuss the incident. At the meeting, the administrative hearing officer will consider all information the student shares. S/he will conduct any additional investigation necessary and will then render a decision. The administrative hearing officer may choose to refer the case to the assistant director of Judicial Affairs or assistant dean of students for adjudication. The guidelines for making an appeal are outlined in the Appeal Procedures section.

Violations which involve the following are normally referred to the assistant director of Judicial Affairs or the assistant dean of students. The assistant director of Judicial Affairs or assistant dean of students will conduct an investigation and will determine if the case warrants referral to the Elon Honor Board. Cases that are normally referred to the assistant director of Judicial Affairs or assistant dean of students for adjudication are:

- All violations for which suspension is the minimum recommended sanction. This includes incidents where multiple violations have occurred and the composite recommended sanction would be suspension.
- Incidents involving the use, possession or sale of drugs and/or drug paraphernalia
- Setting fires or tampering with fire and/or life safety equipment
- Cases dealing with firearms or weapons on campus
- Incidents involving students charged with violations that would be considered by the civil/criminal system to be a felony
- Incidents that do not occur in a residence area, including official study abroad courses/experiences

- Cases which involve civil or criminal action against a student
- Possession of a keg or other multi-serving (common) containers
- Hazing violations
- Fraud
- Cases referred by the residence life staff or any other administrative hearing officer.

A student who is accused of one of the above categories of charges or referred by a hearing officer will meet with the assistant director of Judicial Affairs or assistant dean of students. The assistant director or assistant dean will review all information the accused student has to share regarding the incident. The assistant director or assistant dean will then determine if any additional investigation is necessary. The assistant director or assistant dean will decide if the case will be adjudicated administratively or if it warrants referral to the Elon Honor Board. Cases that will immediately be considered for referral to the Elon Honor Board are cases which involve gross violation(s) of community standards or personal violations (fighting, sexual offenses, other acts of violence, weapons, etc.). Reported violations of the honor code alleged as occurring within ten or less days before Reading Day each semester may have to be adjudicated during the subsequent semester.

If the case is adjudicated administratively, the assistant director or assistant dean of students will conduct the hearing. The assistant director or assistant dean will hear the case and prescribe the sanction, if appropriate. The guidelines for making an appeal are outlined in the Appeal Procedures section.

Involuntary Withdrawal

The president, provost/vice president for academic affairs, vice president for business, finance and technology, vice president for student life, or persons functioning under their direct authority, may carry out immediate, involuntary withdrawals concerning the conduct of a student. In extreme cases, prompt and decisive action may be required before there is an opportunity to conduct a hearing, as in cases in which a student's continued presence on campus substantially impedes the orderly functioning of the university or constitutes an immediate threat to the well-being or property of members of the university community or if the student requires more supervision than the university staff can reasonably provide. Students withdrawn involuntarily shall have a prompt meeting with the vice president for student life or his designee to review the behavior which forms the basis for the student's withdrawal. In some cases the student may be required to reside off campus and/or be given restricted access to the campus without being involuntarily withdrawn pending the outcome of the hearing.

Withdrawal in Lieu of Facing a Hearing

Under certain conditions, the vice president for student life may agree that a student charged with an offense may withdraw from the university rather than face a judicial hearing. A student must request such an option in writing and must stipulate that the petition is voluntary. Before being eligible to apply for re-admission to Elon, the student must fully satisfy requirements which will be specified. A student withdrawing in lieu of facing a judicial hearing must have the clearance of the vice president for student life before s/he may apply for readmission to the university. Re-admitted students will be on preliminary suspension upon return and may be required to meet other conditions to continue enrollment.

Judicial Cases Involving Student Organizations

Judicial cases involving student organizations will be adjudicated by the assistant vice president for student life. The assistant vice president for student life may consider recommendations for determination of responsibility/non-responsibility and sanctions from judiciaries such as the Interfraternity Council Honor Board, the Panhellenic Council Honor Board, Sports Club Council, etc. The assistant vice president for student life will make the final decision.

An organization may request to appeal the decision of the assistant vice president for student life to the vice president and dean of students on the grounds of: the discovery of new and substantial information relevant to the outcome of the decision, excessiveness of sanction and/or substantial violation of procedures to ensure a fair representation of the case by the student organization. The written request for an appeal must be received in the Office of the Vice President and Dean of Students by 5 p.m. on the second working day after the initial decision is rendered.

Sanctions for student groups may be made known to the campus and public.

NOTE: This university judicial system may be subject to change without notice in cases involving civil or criminal prosecution.

Elon Honor Board

The Elon Honor Board consists of 12 students (six elected by the student body and six appointed by the SGA President), three of which must be present at the hearing; six faculty (two elected by the Academic Council and four appointed by the provost/vice president for academic affairs), of which two must be present at the hearing; and two Student Life administrators (appointed by the vice president of student life), one of which must be present at the hearing. The assistant vice president for academic affairs and assistant dean of students are non-voting members of the Elon Honor Board and act as conveners of the board for academic honor code hearings and social honor code hearings.

Honor Board Procedures

The Elon University judicial system is designed to provide fairness and appropriate consideration for those students charged with violating the policies of the university and/or the wider society. Honor boards will adhere to the following to ensure fairness:

• Hearings are restricted to those directly involved with the incident and those requested to be present by the institution.

• The charged student may bring an advisor from the Elon University community (currently enrolled student, faculty or staff member) to the hearing. Advisors may only counsel the student and may not actively participate in the hearings.

• Family members, attorneys or other legal counsel may not attend or serve as advisors in campus judicial proceedings.

• In cases alleging assault by one student against another (including sexual offenses), the alleged victim may also bring an advisor from the Elon community (currently enrolled student, faculty or staff member) to the hearing.

Victims will be notified of the outcome of campus judicial hearings as permitted by the Student-Right-to-Know and Campus Security Act of 1990 (amended 1998). The accused student may submit up to three written character references for consideration by the board. The character references will be considered during sanctioning deliberations if the accused student is found responsible for the violation(s).

A typical hearing board procedure follows this basic outline:

• All witnesses, the charged and his/her advisor and the hearing board members will meet.

• The assistant dean of students or assistant vice president for academic affairs, conveners of the board, will stress confidentiality to all participants.

• The witnesses will leave the room and the charge(s) will be read to the student. The student will respond to the charges and state "responsible" or "not responsible" to each charge.

• The accused student will be allowed to make a statement.

• Those witnesses who substantiate the charge(s) will be requested to make statements.

• Those witnesses who can refute the charge(s) will be asked to make statements.

• The charged student will be allowed to offer any further information or statement(s) on his/her behalf.

• The charged student and his/her advisor will leave the hearing room, and the hearing board members will deliberate and vote "responsible" or "not responsible" on each charge. A majority vote (which shall be by secret ballot) of the voting members of the hearing board is required for a decision.

• Should the decision be responsible, the board members will be given information concerning any prior offenses and written character references (if presented by the charged student). The board may consider prior offenses and sanctions solely for the purposes of determining the appropriate sanctions to be imposed.

• The charged student and his/her advisor will return to the hearing room, and the decision will

be shared. The board will provide an explanation of the appeals procedure as outlined in this handbook.

All hearings will be audio-recorded. Audiotapes will be erased if there is no appeal of the hearing board decision or within six days of the conclusion of the appeals process. Audiotapes will remain the property of Elon University. Elon University hearings, unlike proceedings of a court of law, do not require conclusive proof. Instead, the greater weight of the evidence is sufficient to make a decision of responsible. The student has the right to appeal the decision of the Elon University Honor Board to the University Appeals Board.



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Student Rights

Students who are charged with violating the University honor code (academic and social policies) are entitled to the rights listed below.

* To have a written statement of the charges

* To have a written notice of the date, time and place of the hearing (this right may be waived by the charged)

* To have the hearing postponed for good cause (Request for postponement must be made no less than two days prior to the scheduled time of the hearing and must be made in writing to the judicial officer.)

* To have the right to an advisor from within Elon's faculty/staff/student university community (hearing boards only)

* To hear and respond to the information that supports the charges against him/her

* To obtain witnesses in his/her own behalf

* To question witnesses (hearing boards only)

* To provide information in his/her own behalf.

Students who have questions about their rights should contact:

For Academic Policy cases:

Dr. Mary Wise
Assistant Vice President of Academic Affairs

For Social Policy cases or regarding the judicial system in general:

Ms. Jodean Schmiederer
Assistant Dean of Students



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Sanctions

Warning/Probation/Suspensions

Additional Sanctions

Possible Grade Implications

Parent or Guardian Notification

Warning/Probation/Suspensions

NOTE: Students sanctioned with Preliminary Suspension, Disciplinary Suspension or Permanent Separation **lose the privilege of Study Abroad for one year** (from date of incident). All deposits or payments for Study Abroad will be forfeited without reimbursement. Students also **lose the right to hold a leadership position** for any student club/organization or university program. Students should also be aware that judicial records for this level of offense are maintained by the university for five years and may be damaging when applying for graduate school or employment.

Reprimand
An incident may be considered to be minor and spontaneous in nature (no planning or pre-meditation) by the student. The reprimand is notification to the student that s/he has been found responsible for a violation and that any other violations of university regulations for which the student is found responsible will result in more serious sanctions. A reprimand remains in effect for one calendar year. If there are no additional violations during that time, the reprimand is removed from the student's record.

Official Warning
The official warning is notification to the student(s) that s/he has been found responsible for a violation and that any other violations will result in more serious sanctions. An incident may be considered to be mild in nature and outcome but one that could have negatively influenced/affected the community. Official warning is a statement to the student(s) that s/he needs to reevaluate his/her behavior before serious action has to be taken.

Disciplinary Probation
A probationary status, imposed for a specific time period, during which a student is expected to show a positive change in behavior. A letter will be sent home to the parent(s) or legal guardians of a student placed on disciplinary probation with notification of probationary status. Alcohol and/or drug violations will be specified in this letter to the parents.

Preliminary Suspension
A unique probationary status in which the student is expected to immediately exhibit a marked improvement in behavior or face suspension from the university. The sanction of disciplinary suspension was considered for the student but was not deemed necessary. If the student does not meet all special stipulations associated with the preliminary suspension or if s/he is found responsible of violating any other rule, regulation, policy or law, s/he may be sanctioned with disciplinary suspension from the university.

If a student is placed on preliminary suspension, a letter is sent home to his/her parent(s) or legal guardian(s) with notification of preliminary suspension status. Alcohol and/or drug violations will be specified in this letter. Please see the note above in regards to Study Abroad and student leadership positions.

Disciplinary Suspension
The removal of a student from the university which permits the student to apply for

readmission at the end of the sanction imposed. While a student is suspended, s/he may not return to the campus or participate in any programs or activities of the university without written permission from the assistant dean of students for judicial affairs or the assistant vice president for academic affairs. If the student returns to the campus without written permission during the suspension period, his/her eligibility to return to Elon in the future may be jeopardized. It is expected that s/he will make every effort to rectify any previous misconduct by displaying irreproachable behavior in the future.

While a student is suspended for Academic policy violations, s/he may not enroll in Elon University classes either on or off campus; nor may students transfer credits back to Elon for any course s/he may choose to take off-campus while on suspension.

Suspended students will be refunded Board and Tuition only using the refund schedule outlined in the Academic Catalog, all other fees and charges are forfeited. If a student is suspended from the university, a letter will be sent to his/her parent(s) or legal guardians with notification of the suspension. Alcohol and/or drug violations will be specified in this letter. Please see the note above in regard to Study Abroad and student leadership positions.

Permanent Separation
Permanent removal from the university. Students separated from the university will be refunded Board and Tuition only, using the refund schedule outlined in the Academic Catalog. All other fees and charges are forfeited.

If a student is permanently separated from the university, a notation will be made on the official transcript and a letter will be sent to his/her parent(s) or legal guardian(s) notifying them of the separation. Alcohol and/or drug violations will be specified in this letter.

Students who are permanently separated from the university may not return to the campus or participate in any programs or activities of the university without written permission from the assistant dean of students for judicial affairs or the assistant vice president for academic affairs. If the student returns to the campus without written permission, s/he may face criminal charges.

Additional Sanctions

Alcohol Education Class
Students found in violation of the Alcohol Policy may be assigned to complete an alcohol education program such as e-chug, College Alc, Alcohol 101 Plus, and/or complete a related educational project. The fee, if any, for these programs is the student's responsibility and must be paid before the program begins.

Campus/Community Restitution Hours
Campus and/or community restitution hours are intended to benefit the individual and the campus (such as working in a campus office or completing an assigned project). Hours must be completed with an Elon University office or organization unless pre-approved by the Hearing Officer. If a student does not complete the assigned restitution hours by the required date, hours may be increased, a fine may be assessed, and/or student may be additionally charged with Failure to Comply with the Lawful Directive of a University Official.

Counseling Assessment
Students may be required complete a psychological or psychiatric assessment by a certified provider. Students must follow any treatment or referral recommendation resulting from the assessment. Students are responsible for any cost associated the assessment and treatment.

Educational Sanctions
The administrative hearing officer or hearing board may choose to assign an educational project or task to be completed. Some examples of these sanctions include papers, book reports and program development and implementation. Students may be required to complete a follow-up meeting with the Hearing Officer for this sanction to be considered complete.

Fines
Students may be required to pay a reasonable sum of money as a sanction. Fines double if not paid by due date. Students who do not complete restitution hours by the assigned deadline may be assessed an additional $200 fine.

Loss of Financial Aid
The Higher Education Amendments of 1998 state that any student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance may not be deemed eligible to receive any grant, loan or work assistance under this title during the period beginning on the date of such conviction and ending after the interval

specified by law.

Loss of University Housing
A student may be removed from residing in university-owned or leased housing as part of an imposed sanction. If a student loses housing privileges, a letter will be sent to his/her parent (s) or legal guardian(s) with notification of his/her housing status. Room rent for the remainder of the student's housing contract period may not be refunded.

Residence Hall/Apartment/Greek House Relocation
A student or group may be required to move to another room, residence hall, apartment, or residence area because of their lack of willingness to live within the rules of his/her present residential community, or uphold university policies. For individuals, this sanction will be assigned in situations where the hearing board or hearing officer believes the student would benefit from a change of environment in order to conform to acceptable group living standards. This includes university-leased housing as well.

Restitution
Reimbursement for damage or loss to person(s) or property or misappropriation of property, either through appropriate repairs or monetary compensation, may be imposed as a sanction.

Substance Abuse Assessment
Students found responsible for alcohol- or drug-related violations may be required to complete an assessment at the Ellington Health and Counseling Center or by on certified provider. Students must follow any treatment or referral recommendations that result from the assessment. Students are responsible for any cost associated the assessment and treatment.

Suspension of Social Privileges
An individual student, residence hall floor, suite, apartment, or student organization may lose social privileges that are specified with a particular sanction. The student or organization may not participate in extracurricular events or represent the university on or off the campus, except for activities that are required to meet class assignments. Level of participation in varsity sports will be determined on a case-by-case basis.

Course Grade Implications

For violations of Academic Policy for which students are found "responsible," instructors may elect to fail the student for the assignment, for a related unit in the course, or for the entire course.

Academic Censure
Censure is the minimum sanction assigned for Academic policy violations. A disciplinary record will be created and maintained in the Judicial Affairs Office. The file will contain all documents pertaining to the incident and judicial process. A letter will be sent home to the parents or legal guardians of a student placed on academic censure.

A grade of "F" for the course: When an instructor elects to fail a student in a course based on a student's having been found responsible for an academic policy violation, the grade recorded by the registrar on the student's permanent record will be an "F," (with no notation that the grade originated from an honor code violation). The student may repeat the course at a later time; however, the credit hours and quality points for the original class will be retained, thus lowering the student's overall grade point average. The standard course-repeat-rule in the Elon University Academic Catalog is not applicable for courses in which an instructor has elected to give a course "F" based on an honor code violation. Students who receive a course "F" given by the instructor based on the student's being found responsible for an honor code violation may not grieve that failing grade through the University's grade grievance policy.

A grade of "F" for the assignment/unit: When an instructor elects to give the student an "F" for an assignment or a related unit of the course based on an academic honor code violation (not intending for the student to fail the entire course based on the honor code violation), the instructor will calculate the student's course grade based on the standard for the entire class. The final grade submitted for the course will not contain any notation indicating that an honor code violation has occurred. While students may grieve a course grade through the University's grade grievance policy, they may not base their grievance on the instructor's assignment of an "F" for the assignment or unit based on the academic policy violation.

In cases where a student receives an "F" in a course in which the student has been found responsible for an academic policy violation, but the instructor has elected not to fail the student in the entire course, the instructor is responsible for notifying the registrar that the course "F" is an earned "F" and not an honor code "F." Students who receive an earned "F" may repeat the course and the University's course-repeat-rule will apply.

Parent/Guardian Notification

Elon University greatly appreciates the involvement of parents and guardians in the educational process. Parents will be notified when their student is found responsible for violating any section of the Alcohol or Drug Policy. We will also notify parents/guardians when their student is placed on academic censure, disciplinary probation, preliminary suspension, disciplinary suspension, permanent separation or loss of housing privileges.

The student's parents or legal guardian(s) will be notified concerning the disciplinary action unless the student can provide documentation of independent status. All violations of the alcohol or drug policy will be noted in the letter. Students who do not complete sanctions by the assigned due date will not be returned to "good standing" status until the sanctions are completed.



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Judicial Records

The University maintains a file in the Office of Judicial Affairs for each person found responsible for an academic or social policy violation. Access to the file is limited to the student and to the University's Judicial Officer, who may, at the student's request, reveal its contents to other university departments, employers, schools and others. The Judicial Officer is also required to provide access to a student's file when subpoenaed by a court or federal agency, or as otherwise required by law.

Files for students given sanctions of preliminary suspension, disciplinary suspension or permanent separation are normally maintained for five years from the date of the student's last violation. Files for students given lesser sanctions are normally maintained until the student graduates. Prior to graduation, the Office of Judicial Affairs may expunge physical and digital judicial records *upon request of the student during Winter Term of his/her senior year.* The Office of Judicial Affairs offers this opportunity as a courtesy to students. It is the student's responsibility to visit the Office of Judicial Affairs in person to make this request.

Academic Integrity Policy and Form

As a member of the university community, each faculty member has a responsibility to promote and enforce the academic integrity policy. This responsibility involves appropriate interpretation of the integrity policy and the promotion of conditions favorable to academic integrity and academic citizenship. Instructors should provide:

1. Clear exposition of the values of Elon's integrity policy and students' obligations to uphold the policy
2. The maintenance of order
3. Demonstration of the importance of personal interest, fairness and mutual consideration
4. Uniform procedure in handling violations

It is recommended that faculty ask students to sign an integrity pledge for all tests, examinations and all outside written work which is to be completed independently, indicating that they have neither given nor received unauthorized aid.

Each faculty member should indicate to his/her classes the policies regarding assigned work done outside of class, indicating when and how collaboration and use of resources is acceptable.

If an instructor has reason to believe that a student has violated the integrity policy by cheating, plagiarizing, lying, stealing, vandalizing or facilitating academic dishonesty in others, he/she is to indicate to the student that there is a problem and arrange for a meeting. During that meeting the charge is to be explained to the student, and the student is asked whether he/she wishes to take responsibility.

In cases where students take responsibility, the instructor should assign sanctions related to the course and return the completed Incident Form to the assistant vice president for academic affairs.

In cases where the student does not take responsibility, the instructor should complete the Incident Form, taking it and any evidence to the assistant vice president for academic affairs who will arrange for a hearing before the judicial board.

The instructor is responsible for completing the grade report for the course the student is enrolled in. In no case may an honor code F (or any reduction in grades or student credit for work) be assigned in a course without the necessary paperwork and procedures having been followed to verify an integrity violation has occurred and the student was made aware of the charge.

The office of the provost/vice president for academic affairs will determine and administer any institutional sanctions (in addition to course related sanctions given by the faculty). Institutional sanctions include, but are not limited to probation, suspension or dismissal from the institution for students whose violations are grievous or repeat offenses.

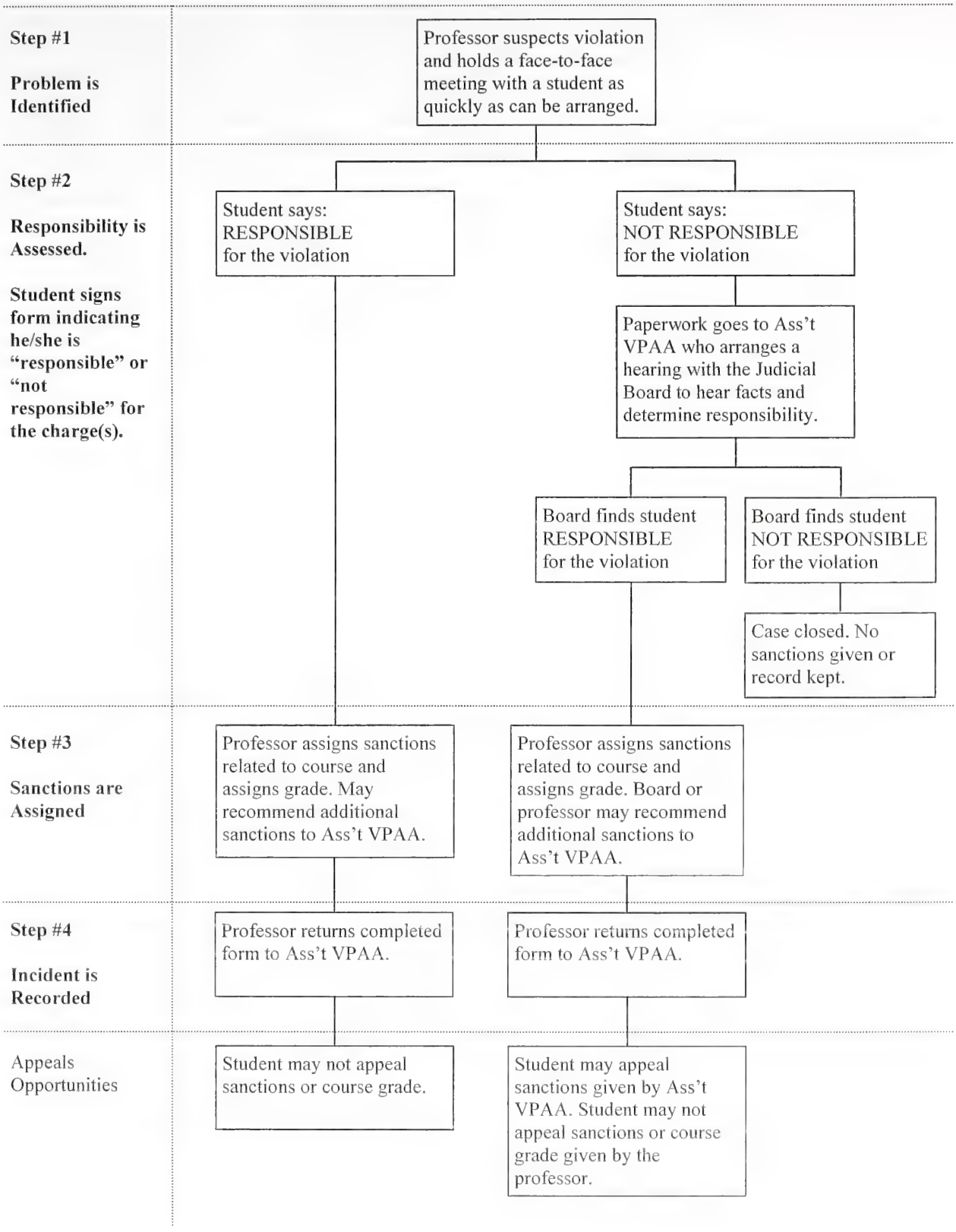
In order to monitor the integrity behaviors and record of each student, it is vital that instructors submit an incident report for each student who has violated the integrity policy, even when the faculty members elects to assign only minimal (or no) course sanctions.

LINKS

Judicial Process Chart

Academic Integrity Incident Form

A Model of Elon University's Judicial Process for Academic Honor Code Incidents



Honor Code (Academic Policies) —Incident Form

To be completed by the professor and shared with the student within 7 days of the suspected violation:

Faculty Name _____ C.B. _____ Phone _____

Semester : □ Fall; □ Winter; □ Spring; □ S-1; □ S-2 Year :_____

Course _____ Section _____ Date of Incident _____Date of Discussion _____

The following student is charged with a violation(s) of academic integrity as checked below:

Student Name _____ Datatel ID _____ C. B. _____

□ Plagiarism; □ Cheating; □ Lying; □ Stealing or vandalism; □ Facilitating Academic Dishonesty

To be completed by the student at a time determined by the professor, not to exceed three week-days beyond the date of discussion listed above If the student fails to sign the form within the time limit, the case will be forwarded to the Office of Academic Affairs for follow-up.

□ I understand the charge(s) against me listed above and agree to take responsibility for violating Elon's Honor Code. I understand that my professor will assign my course sanctions, and will submit a record of this violation to the Academic Affairs Office which will determine institutional sanctions.

□ I do not accept responsibility for this violation. I understand my case will be forwarded to Academic Affairs and that a hearing will be scheduled where I may present evidence and invite witnesses to support my position.

Student Signature _____ Date _____

All four items below are to be completed by professor after the student takes responsibility or is found responsible by and Elon Honor Board:

1. I am giving the following course sanctions to the student for the violation(s): _____

   _____

2. Does this sanction include an "Integrity F" grade for the course? □ YES; □ NO

   Note: If sanction includes a grade of "Integrity F" for the course, the instructor should note that above. The Office of Academic Affairs will notify the registrar that a final course grade of "F" should be recorded as an "Honor Code F."

3. I judge this incident to carry the following level of seriousness (circle number): (low) 1 2 3 4 5 (high)

4. I will do the following with any supporting documentation (evidence) from this incident: ___ forward it to Academic Affairs; __ forward it to my department chair to keep for four years; ____ keep records myself for four years (Note: this option is not available to adjuncts)

This form MUST be returned (even if sanctions are not assigned) to Academic Affairs, C.B. 2200 no later than 10 days after the discussion date listed in the top box above.



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Appeal Procedures

Any student wishing to appeal the decision of any hearing body must submit a letter to the assistant dean of students (social policies) or assistant vice president for academic affairs (academic policies) by 5 p.m. on the second working day after the initial decision is rendered.

The written request must contain a detailed statement of the grounds for appeal, the date, and the signature of the student. Only those requests for appeal on the following grounds below will be considered. The review by the appeal officer or board will be based on these grounds and will not be a rehearing of the original case.

1. **New Facts** - Discovery of **substantial** new facts that were unavailable at the time of the hearing and which could affect the hearing outcome.

2. **Excessive sanction -** If the assigned sanctions are excessive and do not follow the Student Handbook.

3. **Procedural Violation** - If there was a s**ubstantial** violation of the hearing procedure.

All requests for appeal must outline the following:

o If the appeal is based on **substantial new facts**:
- Source of new information
- Name(s) of who can present this information
- Reason(s) why this information was not presented at the original hearing
- Reason(s) why this information may contribute to a decision other than that which was originally made.

o If the appeal is based on **excessive sanction**, the request must include specific information indicating why the sanction is deemed unreasonable.

o If the appeal is based on **substantial violation of hearing procedure**:
- Citation of specific procedural errors with appropriate reference
- Reason(s) why procedural error was not mentioned in the original hearing
- Reason(s) why correction of error can contribute to a decision other than that which was originally made.

APPEALS FOR SOCIAL POLICY CASES

Appeal Process for Sanctions less than Disciplinary Suspension or Permanent Separation from the University

The assistant dean of students for judicial affairs or his designee will review requests for appeals from students. The decision of the assistant dean is final.

In those cases where the assistant dean of students was the original hearing officer, the request will be forwarded to the assistant vice president for student life who will review the appeal. The decision of the assistant vice president is final.

Appeal Process for Disciplinary Suspension or Permanent Separation from the University

The assistant dean of students for judicial affairs will forward the request for appeal to the University Appeals Board which will review the case. The decision of the appeals board is final.

APPEALS FOR ACADEMIC POLICY CASES

Student assigned "university related" sanctions by the assistant vice president for academic

affairs, or by the University Honor Board may request an appeal with the University Appeals Board. The decision of the appeals board is final.

The University Appeals Board has the authority to:

- Uphold the original decision
- Uphold the original decision but change the sanction
- Exonerate the student.
- Remand the case to the original hearing officer or hearing board.

NOTE: The written appeal must be clear and specific as the University Appeals Board may base its decision solely on the written appeal. An appeal does not guarantee the opportunity to meet with the appeals board.

University Appeals Board

The University Appeals Board is composed of the vice president for Student Life or his designee, the provost and vice president for Academic Affairs or his designee, the president of the Student Government Association (SGA) or another executive officer of the SGA and a faculty member. Students who receive a course grade of "F" as a result of an honor code violation may not grieve that grade through the university's grade grievance policy.

Follow this link to print a grade appeal form.

OnTrack Help
- Exam Schedules
- Drop/ Add Schedule
- Schedule Update
- Course Descriptions
- Half Semester Dates
- Frequently Asked Questions
- Grading with OnTrack

Preregistration Help
- Express Registration
- Search and Register
- Drop Classes
- Contact Information
- Preregistration Advisor Approval

2006 - 2007 | 2007 - 2008 | 2008 - 2009

ELON UNIVERSITY
2006 - 2007 UNDERGRADUATE ACADEMIC CALENDAR

Fall Semester 2006

August 25	(Friday)	Orientation
August 26	(Saturday)	Orientation; Registration
August 28	(Monday)	Drop-Add Day
August 29	(Tuesday)	Classes Begin
September 4	(Monday)	Last Day for Late Registration
October 13	(Friday)	Mid-Semester Grades Due at 3:00 p.m.
October 13	(Friday)	Fall Break Begins at 2:50 p.m.
October 18	(Wednesday)	Fall Break Ends at 8:00 a.m.
October 20	(Friday)	Last Day for Dropping Course with "W"
October 30	(Monday)	Last Day to Remove Incomplete "I" and "NR" Grades
November 8	(Wednesday)	Preregistration Begins for Winter Term & Spring Semester 2007
November 21	(Tuesday)	Thanksgiving Holiday Begins Following Evening Classes
November 27	(Monday)	Thanksgiving Holiday Ends at 8:00 a.m.
December 6	(Wednesday)	Classes End
December 7	(Thursday)	Reading Day (Evening Exams Begin)
December 8-13	(Fri-Wed)	Examinations
December 15	(Friday)	Grades Due at 10:00 a.m.

Winter Term 2007

January 2	(Tuesday)	Registration
January 3	(Wednesday)	Classes Begin
January 4	(Thursday)	Last Day for Late Registration
January 12	(Friday)	Last Day for Dropping Course with "W"
January 15	(Monday)	Martin Luther King Jr. Holiday
January 23	(Tuesday)	Classes End
January 24	(Wednesday)	Examinations
January 26	(Friday)	Grades Due at 8:00 am

Spring Semester 2007

January 29	(Monday)	Registration
January 30	(Tuesday)	Classes Begin
February 5	(Monday)	Last Day for Late Registration
March 16	(Friday)	Mid-Semester Grades Due at 3:00 p.m.
March 16	(Friday)	Spring Break Begins at 2:50 p.m.
March 26	(Monday)	Spring Break Ends at 8:00 a.m.
March 28	(Wednesday)	Last Day for Dropping Course with "W"
April 5	(Thursday)	Last Day to Remove Incomplete "I" and "NR" Grades
April 6	(Friday)	Easter Holiday Begins at 2:50 p.m.
April 10	(Tuesday)	Easter Holiday Ends at 8:00 a.m.
April 11	(Wednesday)	Preregistration Begins for Summer and Fall 2007
April 24	(Tuesday)	Assessment Day/SURF
May 8	(Tuesday)	Classes End
May 9	(Wednesday)	Reading Day (Evening Exams Begin)

May 10-15	(Thurs-Tues)	Examinations
May 16	(Wednesday)	Senior Grades Due By 9:00 a.m.
May 18	(Friday)	Grades Due at 10:00 a.m.
May 19	(Saturday)	Commencement; Last Day of School

Summer School 2007
Summer Session One
May 29 - Registration
May 30 - First Class Day
June 28 - Last Class Day
June 29 - Final Exams

Summer Session Two
July 9- Registration
July 10 - First Class Day
July 30- Last Class Day
July 31 - Final Exams

3/15/2005
Office of the University Registrar

Elon University | Elon, NC 27244 | 336.278.2000 |Contact us| © Elon University



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Instructional Designs & Development
Bank Accounts and Check Cashing
Campus Safety and Police
Emergency Assistance
Campus Police
Campus Shop
The Phoenix Card
Financial Aid

Instructional Designs and Development

There are academic computer labs throughout campus available to Elon students at no extra charge. Elon is a multi-platform campus with ten PC labs and six Mac labs. Each computer is connected to the Internet and can access e-mail and software servers located throughout the campus. If at any time you have a problem in a computer lab, call the Technology Help Desk at ext. 5200 (all computer labs have phones).

Some computer labs, including the Belk Library computing facilities, are open throughout most vacations and offer extended hours during exams.

Bank Accounts and Check Cashing

Elon University does not cash checks. Students are urged to open an account with a local bank in order to avoid complications in the management of funds. Numerous banks are located within a five-mile radius of campus. When opening an account, it is best to make the initial deposit with cash or a certified check. If students use a personal check to open an account, many banks will require that they wait until that check clears before writing checks on the new account. Keep careful records of checks written to avoid passing a worthless check. Returned checks result in costly service charges and can harm the student's personal credit record.

Campus Safety and Police

The Office of Campus Safety and Police patrols the campus every day of the year. The office also administers the university's parking program, sponsors educational programming for the campus community related to safety and security issues, provides an escort service, operates the tram and shuttle service, administers the Operation ID program in which student property can be engraved for identification purposes and is the campus lost and found location. Campus security is maintained by a professional security staff which works under the direct supervision of the director of campus safety and police. The office works in very close cooperation with the Campus Police Department and the staff of the Division of Student Life.

Campus safety and police reminds students that the best security system is one in which every member of the community is alert. This means, among other things, that students should remember to lock their residence hall doors and take their keys with them; not go anywhere alone at night; report all suspicious persons immediately to the security office, residence life staff member or one of the deans; never leave personal possessions, including books, unattended; file a room inventory with the Office of Campus Safety and Police and engrave all valuables in a conspicuous place with one's license number.

The university does not assume responsibility for personal property. Students should check any home insurance policies which they or their parents carry to see if the policies cover their belongings while they are in college. Many homeowners policies cover belongings while at college.

Any problem involving theft should be reported immediately to the Office of Campus Safety and Police, ext. 5555 or 911.

During any crisis or time of need, seconds count. Elon has installed emergency phones at strategic points around campus. On the way to class, the office or travels around the campus, become familiar with the locations of the phones. When activated, the phones contact the campus security communication center. Phones are located at the following places:

Emergency Phones: Campus BLUE LIGHT and CALL BOX Phones can be found in the followings:

Blue Light Phones - The Blue Light System is a series of emergency alarm stations strategically located throughout campus to provide assistance to anyone in distress. A blue beacon shines above each alarm station. When an individual presses the alarm button, they can communicate directly with the communication officer at the Department of Campus Safety and Police

- Danieley "G" parking lot
- Danieley "K"
- Intramural field
- Koury Field House
- Whitley Staff parking lot

- Danieley "L"
- Danieley "O" parking lot
- East Gym parking lot
- Harper Center parking lot
- Greek Walk/Loy Center
- Academic Village parking lot
- Mooney Staff parking lot
- Rhodes Stadium Ingold lot
- McMichael Science parking lot
- McMichael/Greek parking lot

Callbox Phones

- Carlton Building Elevator
- Carlton Colonnade
- Koury Center Elevator #1-105-A
- Koury Center Elevator #2-001B
- Koury Center Panic Phone #1-145
- Koury Center Panic Phone #3-145
- Koury Center Panic Phone #4-145
- Koury Center Panic Phone #9
- Koury Center Panic Phone #1-R-252
- Koury Center Panic Phone #7
- Koury Center Panic Phone #8
- Koury Center Panic Phone K-001
- Koury Center Panic Phone K-001D
- Koury Center Panic Phone M06
- Koury Center Panic Phone #5
- Belk Library Elevator
- Belk Library 3rd floor SW
- Belk Library 3rd floor NE
- McEwen Communications Elevator
- McEwen Dining Hall Elevator
- Moseley East Stairwell Panic Phone
- Moseley West Stairwell Panic Phone
- Moseley Northwest Stairwell Panic Phone
- Moseley Elevator Phone
- Powell South Stairwell Phone
- Staley Hall Exterior
- McMichael Elevator Phone
- Center of the Arts Elevator
- Mooney Elevator Phone
- Cannon Pavillion at Academic Villiage
- Honors Pavillion at Academic Villiage
- Carolina Hall 1st floor
- Sloan Hall 1st floor

The Office of Campus Safety and Police also provides an escort service 24 hours a day. Students on campus can call ext. 5555 for this service; those off campus who need an escort upon returning to campus should dial 278-5555.

Emergency Assistance

The university maintains an emergency system that will assist students in times of need.

If assistance is needed, students should contact the Office of Campus Safety and Police at ext. 5555 (278-5555 if off campus) or 911 if the situation is life threatening, and provide the following information:

- Name
- Location
- Phone number
- Brief nature of the emergency.

The Campus Safety and Police staff will dispatch appropriate emergency personnel and/or the Student Life Administrator-on-Call.

Campus Police

The Office of Campus Police is under the direct supervision of the director of campus safety and police. The department operates under the administrative rules of Chapter 74G, the General Statutes of North Carolina. All campus law enforcement personnel are certified by the North Carolina Department of Justice, Criminal Justice Education and Training Standards Commission.

The Campus Police Department is responsible for the enforcement of North Carolina laws through the North Carolina Judicial System. The department consists of full time and reserve officers. The campus is patrolled 24 hours, 7 days per week.

The Campus Police Department has a Mutual Aid Agreement in place with all Alamance County Law Enforcement Agencies.

For non-emergency assistance, dial 278-5555. **For all emergency assistance, dial 911.**

Campus Shop

The Campus Shop, located in Moseley Center, is the university textbook and retail store. Textbooks (required and recommended), trade books, school and residence hall supplies, clothing, Greek items (by special order), gifts, cards and snacks are available. Other services offered are book buyback, class rings, textbook reservations, helium balloons, graduation paraphernalia and public fax access. Purchases may be made with cash, check, one of four major credit cards or the Phoenix Card/Phoenix Cash Account. Contact us by phone at 278-5400, e-mail elon@bkstore.com, or Web http://elon.bkstore.com.

The Phoenix Card

The Phoenix Card is the official Elon University student ID and much more. The Phoenix Card is a convenient program that allows the entire university community to make purchases, pay fees and gain access at many locations on and off campus. The Phoenix Cash account is a debit account to which you may add funds. These funds can be used on and off campus. Students can make a deposit to their Phoenix Card (Phoenix Cash account) anytime by using one of the following methods:

Credit card deposits can be made using the www.elon.edu/phoenixcard.

Cash, check and credit card deposits are accepted in the Phoenix Card Office, Moseley 111-A, during office hours.
Cash deposits can be made at the Value Transfer Station (VTS) in Belk Library, Daniel Commons and Moseley Center.

Some of the locations on campus where students can use their Phoenix Card include: all campus dining facilities, Campus Shop, most laundry and vending machines, Ellington Health Center, Belk Library, Campus Computer Store and many more. The Phoenix Cash account is also accepted at participating off campus merchants.

Identification Cards (The Phoenix Card)

Each student should carry his/her ID card (The Phoenix Card) at all times. It provides identification for athletic events, social activities, meal plans, etc. **Students may not lend their card to anyone else. Permitting another person to use a card or using someone else's card is against university policy.** Cards used imporperly will be confiscated and will be returned only after a conference held with the manager of the Phoenix card services. Judicial charges may be filed. Should the student lose his/her Phoenix Card, the loss should be reported to the Phoenix Card Office (Moseley 111-A) as soon as possible. There is a $25 replacement fee to receive a new card.

Financial Aid

The university provides financial assistance for eligible students who, without such aid, would be unable to attend. Elon students who wish to apply for assistance must submit an application to the Office of Financial Planning.

Students who wish to work on campus must receive prior approval from financial planning in order to do so. For assistance with emergency financial aid situations, contact financial planning at ext. 7640.

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04/22/09 33700

Katie Nash

From: Jana Lynn Patterson
Sent: Wednesday, September 02, 2009 7:24 AM
To: students; facstaff
Subject: Student Handbook and Drug-Free Schools and Communities Act Information
Attachments: DrugFreeSchoolsCommunities_Act_2009.docx

September 1, 2009

Dear Students, Faculty and Staff:

The *2009-2010 Elon University Student Handbook* is a publication of the Division of Student Life. The handbook is available to all members of the University community electronically at http://www.elon.edu/e-web/students/handbook/

The Student Handbook contains critical information associated with student conduct as well as information regarding campus policies and regulations. The *Student Handbook* also contains helpful information regarding campus life, student organizations, student services, and campus events.

Updates to all sections of the *Student Handbook* may be posted periodically. It is the responsibility of all Elon University students to become familiar with campus policies and procedures and to watch for updates as instructed on E-Net. Printed copies of the *Student Handbook* are on reserve in Belk Library and are available by request in the Office of Student Development, Moseley 206.

Please also review the attached document (also available on the Substance Education web-site at http://www.elon.edu/e-web/students/substance_education/default.xhtml). In compliance with Part 86 of the Drug Free Schools and Campuses regulations, this document is presented to provide Elon University students and employees with the following: (1) standards of conduct (2) applicable federal, state, and legal sanctions (3) a description of the health risks associated with the use of alcohol and other drugs (4) a description of campus resources available to students including prevention and treatment resources and (5) disciplinary sanctions as outlined in the Student Handbook. In addition, this document serves as an opportunity to solicit your compliance with these policies and encourage your active participation in fostering a responsible, safe and caring community.

This document may be updated periodically and changes will be posted to the electronic form. For more information, please contact the Office of Student Development at (336) 278-7200. Printed copies of this document are available for review at the reserve desk Belk Library and the Office of Human Resources. Printed copies are also available by request through the Elon University Office of Student Development at (336) 278-7200 during normal business hours.

Questions or comments regarding the *2009-2010 Elon University Student Handbook* or the Drug Free Schools and Communities Act should be forwarded to:

Jana Lynn Patterson
Assistant Vice President for Student Life & Associate Dean of Students
Office of Student Development, Moseley 206
Phone: 278-7200
e-mail: patters@elon.edu



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Student Handbook 2009-2010

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President's message to students

Thank you for choosing to attend Elon. We are glad you are a member of our academic community and we look forward to your contributions. You are a citizen of a liberal arts and sciences university. Academic programs of study across every undergraduate major are constructed upon the enduring foundation of the arts and sciences. You will receive an education here that will prepare you to write, to think critically, to analyze, and to express yourself thoughtfully.

I urge you to make the most of your time at Elon by applying yourself seriously to your studies. Your first and highest purpose here is learning and reflection, developing intellectually, connecting knowledge and experience, and upholding the Elon honor codes. At Elon we value the idea that you should be personally engaged in your academic studies. Through the Elon Experiences -- study abroad, internships, undergraduate research, leadership development, and volunteer service -- you will have extraordinary opportunities to connect your classroom and out-of-classroom learning.

Through your education here, we hope that you will gain a greater respect for human differences, a passion for a life of learning, a global perspective and a strong ethic of work and service. Elon faculty and staff are dedicated to knowing you personally and helping you to develop these qualities. We are confident that you will make connections here that will last throughout your life, and will always remain connected to Elon and committed to supporting its distinctive mission.

Sincerely,

Leo M. Lambert
President

Elon University Mission Statement

Rooted in the historic tradition of the United Church of Christ, Elon University embraces its founder's vision of an academic community that transforms mind, body, and spirit and encourages freedom of thought and liberty of conscience.

To fulfill this vision, Elon University acts upon these commitments: We nurture a rich intellectual community characterized by active student engagement with a faculty dedicated to excellent teaching and scholarly accomplishment.

We provide a dynamic and challenging undergraduate curriculum grounded in the

traditional liberal arts and sciences and complemented by distinctive professional and graduate programs.

We integrate learning across the disciplines and put knowledge into practice, thus preparing students to be global citizens and informed leaders motivated by concern for the common good.

We foster respect for human differences, passion for a life of learning, personal integrity and an ethic of work and service.

Elon University Academic Message

An Elon student's highest purpose is academic citizenship: giving first attention to learning and reflection, developing intellectually, connecting knowledge and experiences, and upholding Elon's honor code.

Student Government Association

As a member of the Elon University student body, one can be a vital part of the Student Government Association (SGA). The organization was established by students to fund and support the activities that are important to student life, to ensure a diversified college education and to represent students' concerns on campus. Every full-time undergraduate Elon student is a non-voting member of the SGA, ensuring that every student has a voice. Since SGA is responsible for an annual budget in excess of $700,000, it is vital that students be concerned with their student government activities.

The SGA is composed of two branches: the executive branch and the legislative branch. SGA's executive branch includes the SGA president (also called the student body president), vice president, treasurer and secretary, each elected annually in a campus-wide election.

The executive branch also includes more than 40 students who are appointed each year by the SGA president to serve in the campus judicial system and on various student-faculty boards and committees such as the media board, student life, teacher evaluation, lyceum, religious life, athletic and library committees.

The legislative branch is the student senate, which is presided over by the vice president of the SGA. The senate has three sections: the At Large, Academic and Organization councils. The senate consists of students who are elected in a campus-wide election and who are appointed by their respective organizations. Listed are the senators who were elected in the spring, in addition to organization council representatives who were appointed in the spring. Current open positions will be filled in the fall. The senate meets every Thursday at 7:30 p.m. Meetings are open to the public, and features two open forum sessions where students can voice their concerns and opinions.

Through both its branches, the SGA is responsible for supporting nearly every phase of student life, including representation on academic committees, homecoming, family weekend and orientation activities. In addition, SGA funds the Student Union Board (SUB) and the Liberal Arts Forum, which sponsor concerts, lectures and events to entertain and enhance the academic environment of the campus.

Involvement in SGA not only helps to ensure that Elon remains sensitive to the views of its students, it also provides learning experiences in leadership and group techniques which are valued by employers in all fields. Elon's SGA can be as powerful as the students want to make it. With the support and advice of students, SGA has been very successful in its role as student advocate. Each student's participation can help strengthen that influence. Take an active role in the SGA! For more information, come by the SGA Office, Moseley 221-A, or call ext. 7254.

The SGA website is currently under construction and will be updated once the senate convenes in early September. In the mean time, you can check our Web site at www.elon.edu/sga.

Student Role in Decision Making

Elon University firmly believes that student involvement in decisions affecting the life of the institution is essential to its vitality. Consistent with this belief, the university provides for such involvement through student participation in a wide variety of standing, ad hoc and advisory committees, which purpose is to make recommendations or guide activity related to university programs. Opportunities are also provided for student contributions through periodic meetings with the president of the university, senior staff and the board of trustees.

Students currently serve on the following standing committees with the faculty:

- Athletic Committee
- Curriculum Committee
- Communications Media
- Library Committee
- Religious Life Committee
- Cultural and Intellectual Programs Committee
- Student Life Committee
- Teacher Education Committee

In addition, students also serve on the following advisory committees and boards of the university:

- Academic Appeals Committee
- Hearing Board (disciplinary system for students)
- Honors Program Advisory Committee
- Judicial Appeals Committee
- NC Teaching Fellows Advisory Committee
- Women's Studies Advisory Committee
- Health and Counseling Services Advisory Committee



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Career Center
Carol Grotnes Belk Library
El Centro de Espanol
Elon Experiential Learning Requirement
Study Abroad Programs
Writing Center

ACADEMIC ADVISING CENTER

Located in Duke 108, the Academic Advising Center provides an academic support service designed to assist students in course selection and determining their majors. First year students are assigned faculty advisors before they enter Elon University.

An important part of the Center's service is coordinating Elon 101, a freshman advising course. Transfer students are assigned academic advisors in the department of their intended majors.

Choosing a Major: Several majors, including Elementary Education, Exercise Sport Science, all science majors, Pre-Engineering and Music Theatre/Music need to be declared in the students' first semester of the first year at Elon. Other majors, including Business Administration, need to be declared by the second or third semester. In order to graduate in four years, students need to select and officially declare a major in the Academic Advising Center, Duke 108, by the fourth semester or the end of the sophomore year. Advisors in the Center are prepared to help students explore their possibilities and provide information to enable students to make decisions. A one-hour course in exploring majors/careers (COE 110) is offered each semester. When students finalize their major choices, they are assigned major advisors in the appropriate academic department. Students are encouraged to meet with their advisors frequently during each semester.

ACADEMIC POLICIES AND PROCEDURES

Family Educational Rights and Privacy Act

Elon University complies with the Family Educational Rights and Privacy Act of 1974. This act is designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the act.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, students have the right to withhold the disclosure of Directory Information. Students should consider very carefully the consequences of any decision to withhold Directory Information. Should a student decide to inform the institution not to release Directory Information, any future requests for such information from non-institutional persons or organizations will be refused.

The institution will honor requests to withhold the information listed below but cannot assume responsibility to contact students for subsequent permission to release them. The institution assumes no liability for honoring instructions that such information be withheld.

The items listed below are designated as Directory Information and may be released for any purpose at the discretion of the institution:

1. Name, address, telephone number, dates of attendance, class.

2. Previous institution(s) attended, major field of study, awards, honors (includes Dean's list), degree(s) conferred (including dates).

3. Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of the Registrar.

DISABILITY/SPECIAL NEEDS SERVICES
Students with documented disabilities (learning disabilities, ADD/ADHD, vision impairment, hearing impairment, mobility problems, health related problems) may request special services. Students who need to discuss such needs should contact the coordinator of disability services who reviews documentation and consults with the student to arrange for appropriate classroom/campus accommodations. Call 278-6500 for more information or come by the Advising Center, Duke 108.

CLASS ATTENDANCE
At Elon, policies related to class attendance are established by each department. Students are responsible for finding out the first day of class what each professor requires in terms of class attendance. Absence from class does not relieve a student of responsibility for submitting assignments or from being responsible for materials covered. There is a strong relationship between class attendance and success or failure in the classroom. It is the responsibility of the student to communicate with professors about absences due to illness or family emergency. Preferably this notification should be given prior to the class that is to be missed. Class absences are deemed excused at the discretion of the professor and may require documentation such as a note from a doctor. Excessive class absences may result in the lowering of a course grade and/or notification to the early warning system in Academic Advising.

PEER TUTORIAL SERVICES

Students recommended by faculty provide their peers academic support in a wide variety of courses. The Tutoring Center is located in Belk Library. Questions may be directed to the Associate Director of Tutorial Services, Belk 122. Futher information is available at www.elon.edu/tutoring.

CLASSIFICATION OF STUDENTS
Hour requirements for the classification of students are as follows:

* Freshman: 1-29 semester hours completed.

* Sophomore: 30-61 semester hours completed.

* Junior: 62-95 semester hours completed.

* Senior: 96 semester hours completed.

How to compute your GPA
One's grade point average (GPA) is calculated by dividing the total number of attempted semester hours of credit into the total number of quality points earned.

A = 4 A- = 3.7 B+ = 3.3 B = 3.0 B- = 2.7 C+ = 2.3

C = 2.0 C- = 1.7 D+ = 1.3 D = 1.0 D- = 0.7 F = 0.0

If one takes a four semester hour course and receives an "A," one will have 16 quality points (4x4=16). If one takes a three semester hour course and receives a "C-," one has 5.1 quality points (3x1.7=5.1).

As each semester or term is completed, one's semester hours attempted and total quality points earned are added to any already acquired, and a new grade point average is calculated.

GENERAL DEGREE REQUIREMENTS

Students should consult their undergraduate catalog for a full listing of degree requirements and requirements in their major(s)/minor(s). The degree-audit feature of On-Track should provide a helpful guide to students, tracking which of their degree requirements have been completed. Students are encouraged to meet with their academic advisor and/or a member of academic advising if they have questions about their progress toward degree conpletion.
Regardless of what students decide will be their major program(s), they will have to complete the following general requirements involving a minimum of 132 semester hours of credit:

* Satisfactory work in one major subject, including a minimum GPA OF 2.0

* Completion of General Studies, including proficiency in a foreign language.

* Electives.

*Satisfactory completion of a comprehensive evaluation in the major field of study.

* Sixty or more semester hours at Elon including the last term before graduation.

*Twice as many quality points as credit hours attempted must be earned.

* Participation in commencement exercises.)

GRADE APPEAL PROCEDURE
The grade appeal system affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned as a result of clerical error, personal bias or arbitrary grading. Grades (for an entire course, assignment or unit) given by an instructor after the student is found responsible for an academic honor code violation through the University Honor System may not be appealed.

Keeping in mind that the appeal of a course grade should be attended to as soon as possible, the student must contact the professor involved within the first two weeks of the start of fall semester for the appeal of a spring semester or a summer term grade and within the first two weeks of the spring semester for the appeal of a fall semester grade. In the case of a winter term grade, the appeal must be made no later than April 1 of the year in which the course was completed. If the faculty member who taught the course is not available, the appeal should be made to the chairperson of the faculty member's department.

In the case of a grade that would affect a graduating senior or that would result in probation or suspension, the student must contact the professor immediately after the grade is posted, and the procedure will be expedited.

Procedure for appealing a course grade:

To begin an appeal, the student must first complete a grade appeal request and set up a meeting with the professor to discuss the situation withthe timeframe outlined above.

Elon University

Student Grade Appeal Statement

Student Information

Student's Name_____

Local Address_____

_____

Phone _____

Course Information

Course Number & Title_____

Semester_____ Professor's Name_____

Grade Received in Course _____ Grade Expected in Course_____

Number of Class Absences _____

Date of meeting with instructor about grade received_____

Was a change of grade requested? _____ Yes _____ No

Basis of Grade Appeal Request _____ Personal Bias _____ Arbitrary Grading

_____ Clerical Error

Please attach a separate sheet explaining the reason for requesting a grade change, any discussions with the instructor about your class performance prior receiving the disputed grade and during the meeting to discuss the grade, and the outcome of the meeting with the professor.

Provide documentation of class performance, including laboratory portions of the course if applicable. Include copies (not originals) of:

1. Syllabus and other course materials (handouts, assignments, etc.)
2. All tests, assignments, papers, etc. returned by the professor
3. Any other pertinent materials or information

Student Signature_____ Date_____

This form is to be filed with the department chairperson no later than the end of the fourth week of the semester.

Please retain copies of all information filed with this statement.

1. Review any work that the student brings to discuss.

2. Show the student any of the student's work that remains in the professor's possession (e.g., papers, final examinations and projects).

3. Explain how the student's grade was determined based on the standards set forth at the beginning of the class and listed in the course syllabus.

4. Re-figure the numerical computation of the grade, if any, to determine if there has been a clerical error.

If the student wishes to continue the appeal following this meeting, he or she must file a written appeal with the professor's department chairperson by the end of the fourth week of the semester, or by April 15 in the case of the appeal of a winter term grade. If the department chairperson is the professor involved, the written appeal will go to the dean of the college or school. The student will submit to the department chairperson the Student Grade Appeal Statement Form together with copies of the course syllabus, tests, assignments and papers in the student's possession. The department chairperson will notify the professor involved, and the professor will file the Professor Grade Appeal Statement Form with the department chairperson by the end of the fifth week of the semester, or by April 22 for a winter term grade, together with copies of the syllabus, assignments and any of the student's work that remains in the professor's possession. The department chairperson, following consultation with the related dean or deans, will render a decision in writing regarding the grade appeal by the end of the sixth week of the semester, or by April 29 in the appeal of a winter term grade.

If the student wishes to appeal the Chair's decision to the final hearing body, he or she must put that request in writing to the dean within one week. The dean, or his/her designee, will notify the chairperson of Academic Council to form a grade appeal hearing committee and forward all documentation to the chairperson of the Academic Council. The committee should meet no later than the end of the eighth week of the semester, or by May 13 for a winter term grade appeal. The grade appeal committee will consist of:

a) 3 members of Academic Council appointed by the chairperson of council.

b) 1 faculty member appointed by the dean of the department/division involved.

c) 1 Student Government Association representative appointed by the student government executive president. In the case that the involved student is the student government president, the vice-president shall appoint the student representative.

The chairperson of the grade appeal hearing committee will be chosen from the three council members serving on the committee by the chairperson of Academic Council.

Grade Appeal Hearing Procedure:
Hearings are restricted to those Elon faculty or staff directly involved in the appeal. The student and the professor may each bring an advisor from the Elon University community (currently enrolled student, faculty or staff member) to the hearing. The advisor may only counsel the student or the professor and may not actively participate in or make any statement during the hearing. Recognizing that the grade appeal hearing is an in-house procedure, attorneys, other legal counsel and any other persons outside the university community are not permitted in the hearing.

The hearing committee will review all of the documentation received from the dean and then ask the student, professor and their advisors, if present, to come into the room. The student and the professor will each be allowed to make a statement, and the committee

members may ask questions of the student and the professor. The student, professor and their advisors will then be asked to leave the room, and the final discussion and vote by the committee shall be in closed session. The decision of the committee is final, and the Chair of Academic Council will send written verification of the committee's decision to the professor and the student. In the case of a grade change, the dean of the school or college, or his/her designee, will make the change.

RETENTION STANDARDS

Classification of Terms

* Probation - Students are notified that their GPA is below 2.00, that they are limited to a maximum load of 12 semester hours and that they should consult with their academic advisor.

* Suspension - Students are separated from Elon University and one academic semester must elapse before they are eligible to apply for readmission.

Standards for End of Fall Semester:

* Suspension - any student having a semester GPA below 1.00.

* Probation - any student with a cumulative GPA below a 2.00.

Standards for End of Spring Semester:

* Suspension - less than 1.00 GPA for the SEMESTER.

* **FRESHMEN** - 0-29 semester hours earned:

Suspension - cumulative GPA less than 1.70

Probation - cumulative GPA 1.70 to 1.99

* **SOPHOMORES** - 30-61 semester hours earned:

Suspension - cumulative GPA less than 1.80

Probation - cumulative GPA 1.80 to 1.99

* **JUNIORS** - 62-95 semester hours earned:

Suspension - cumulative GPA less than 1.90

Probation - cumulative GPA 1.90-1.99

* **SENIORS** - 96 and above semester hours earned:

Suspension -- cumulative GPA less than 2.00 A student who is suspended and is readmitted in a subsequent term must have a minimum GPA, each term or semester, of 2.3 (C+) until the student's cumulative GPA is 2.0 or higher. Failure to do so will result in a second and final suspension.

Dean's List, President's List and Graduation with Honors
The Dean's List encourages and recognizes excellence in academic work. A student who has no grade below a "B-" and a GPA of at least 3.4 in a minimum of 12 semester hours in any semester is placed on the Dean's List for the following semester. Those students who have no grade below an "A-" in a minimum of 12 semester hours in any semester are placed on the President's List. Classes passed on a Pass/Fail basis or classes with grades of "S," "WD," or "W" are not included in Dean's List or President's List eligibility.

Students completing at least 66 credit hours at Elon University may graduate with honors. Candidates for graduation with an average of 3.9 or above are graduated summa cum

laude; those with 3.7 or above, magna cum laude; and those with 3.5 or above cum laude. In computing eligibility for honors, only work attempted at Elon University will be used.

ABSENCE FROM TESTS AND EXAMINATIONS
The university expects students to attend examinations as scheduled. Dates and times for final exams may not be changed for a class without prior approval from the appropriate Department Chairperson. The Chair will notify the assistant vice president for academic affairs of course exam modifications when they are granted.

Under certain circumstances, adjustments to the individual student's completion of final examination may be made.

Multiple Exams on One Day: If a student has three (3) exams scheduled for the same day, he/she may secure a "Change Request Form" from the REGISTRAR'S OFFICE. This change request form must be completed and returned to the Registrar's Office by 5:00 p.m. on the last day of classes before exams.

The university policy is that faculty will work with a student who has a legitimate need to reschedule.

ABSENCE FROM TESTS
Students missing a test in a course for excusable reasons should seek permission for a make-up test from the instructor of the course.

ABSENCE FROM FINAL EXAMINATIONS

--The university expects students to attend examinations as scheduled. Dates and times for final exams may not be changed for a class without prior approval from the appropriate Department Chairperson. The chair will notify the assistant vice president for academic affairs of course exam modifications when they are granted.

Under certain circumstances, adjustments to the individual student's completion of final examination may be made.

Multiple Exams on One Day: If a student has three (3) exams scheduled for the same day, he/she may secure a "Change Request Form" from the REGISTRAR'S OFFICE. This change request form must be completed and returned to the Registrar's Office by 5:00 p.m. on the last day of classes before exams.

Medical Reasons

a. Medical Emergency Students who have completed sufficient work to complete a course but who become ill or injured just prior to or during the final exam period should contact the assistant vice president for academic affairs in the provost's office (Alamance 120) to present verification. The AVPAA will notify instructors of the student's situation. As soon as they are able, students should contact individual instructors to discuss arrangements for completing work. In cases where the instructor is no longer employed at Elon after the end of the semester, the student should contact the department chairperson.

b. Medical Leave of Absence (WD). If a student has a documented medical condition that has impacted his/her ability to complete course work and will keep him/her from taking exams, the student should consult with the assistant vice president for student life (Moseley 206) for a medical leave of absence which will remove the student permanently (with grades of WD) from all classes. Students seeking a medical withdrawal must withdraw from all courses; they may not obtain a medical withdrawal from only selected courses. Students with medical withdrawals will not be permitted to complete courses.

Other Documented Excuses for Rescheduling or Missing Exams Occasionally, a student will find him/herself in a situation that may be best resolved by not taking one or more final examinations as scheduled. Justifiable reasons for such absences may include school-sponsored representation at events, but will generally not include travel

arrangements, starting a job or an internship, or participation in family events such as weddings and graduations.

a. Missing or Rescheduling ONE exam only per semester Requests by a student to miss or reschedule only one exam during a semester must be made to the appropriate department chairperson. When the chair agrees that the reason for missing is justifiable, the student is responsible for working with the faculty member to complete the work for that course.
b. Missing or rescheduling MULTIPLE exams in one semester Requests by a student to miss or reschedule more than one exam during any given semester must be made to the assistant vice president for academic affairs. Because of the burden on faculty to revise or recreate and administer additional exams, such absences are not commonly awarded. If approved, the AVPAA will notify instructors that appropriate verification has been received. Students should, as soon as they are able, contact individual instructors to discuss completion of course work.

Students who misrepresent their requests to adjust exams will be charged with violating Elon's Honor Code.

Single Exam -- When a student will miss an individual final examination, permission for a make-up examination must be secured from the Chairperson of the department in which the course is offered.

Multiple (or all) Exams -- When a student will miss multiple (or all) final examinations in a semester, the student must contact the Assistant Vice President for Academic Affairs in the Provost?s Office, Alamance 120. The student must provide verification for the absence. The AVPAA will notify the appropriate parties of the student?s status. As soon as they are able, students should contact individual instructors to discuss arrangements for completing work. In cases where the instructor is no longer employed at Elon after the end of the semester, the student should contact the department chairperson.

Students who will miss all examinations due to medical reasons and who must withdraw from all Elon classes in a particular semester should consult the following Web site for appropriate procedures on withdrawals: www.elon.edu/students/handbook/genpol.asp.

CAREER CENTER
Throughout college and after graduation, students are invited to use the many services available through the Career Center. These services are designed to support students and alumni in the lifelong process of defining career goals, learning the skills to attain them and developing employment opportunities.

The following career services and programs are available to students for help in planning their futures and in becoming adept at finding employment during and after their college years:

* Elon Career Connections (Mentor Network)

* Resume preparation

* Career Workshops

* Transition Tactics for Seniors

* On-Campus Recruiting

* Internships and Co-op experiences

* "Securing a Job" courses (COE 310)

* Individual career advising

* Elon Job Network (full and part-time jobs)

* Career shadowing

* Summer job opportunities

* Career Interest Assessment

* Graduate school information

* Videotaped mock interviews

* Home page and Web resources.

For more information, contact ext. 6538.

CAROL GROTNES BELK LIBRARY
The Carol Grotnes Belk Library provides a variety of learning resources and services in support of the university curriculum, helping students develop effective research, study and presentation skills.

The library offers over 240,000 books and bound periodicals, 4,000 current serial subscriptions, 70,000 government documents and 15,000 audiovisual materials for use by the entire university community. Provided are library instruction for individuals and classes, professional reference services, a wide variety of online databases, Internet access and a variety of interlibrary loan services. Additionally, students can find novels, videos, DVDs, and audio books for recreational reading, viewing and listening.

Within the library, the Office of Media Services serves as an instructional laboratory for all students and offers audiovisual production services, audiovisual equipment and materials, and computer facilities.

EL CENTRO DE ESPANOL
El Centro de Espanol is a program/place that provides a new approach to language learning. The focus is on "using Spanish" not just reading or writing the language. El Centro structures learning, but not in the traditional methods of homework and grades. Students, faculty and staff learn by total immersion in the Spanish language through such experiences as personal verbal interaction with native speakers of Spanish, one-on-one and small group discussions, use of resource materials for solo study, CD-ROMs, tapes and movies. Participants are encouraged to volunteer in the local Hispanic community. The program at El Centro allows participants to advance at their own pace in a fun and relaxed environment. El Centro de Espanol provides a learning experience, reinforcing Elon's view of co-curricular activity, which occurs outside the boundaries of the classroom as part of the whole learning experience. El Centro is located in Carlton 114.

ELON EXPERIENCES
Elon Experiences is a program that provides opportunities and promotes participation in "applied" curricular and co-curricular activities at Elon -- leadership development, volunteer service, internship/co-op experiences, undergraduate research and study abroad/intercultural experiences. The "Elon Experiences Transcript" is a student's official written record of involvement in Elon Experiences activities.

Program directors, coordinators, advisors and other university staff validate and report students' participation in Elon Experiences activities. Elon students may receive a copy of their Elon Experiences Transcript, which include activities up through the previous semester, by contacting the Center for Leadership and Organization Development, Moseley 224. Students may view their transcripts on the Web from the Elon Experiences site.

EXPERIENTIAL LEARNING REQUIREMENT
A distinctive feature of the General Studies Program is the Experiential Learning

Requirement, the "ELR." Students may select from a range of options to satisfy this graduation requirement. Some courses fulfill the ELR: internships, study abroad courses, practicums, co-ops, student teaching and designated courses which include extensive experiential learning. The ELR may also be completed through 40 hours of volunteer service with one agency or activity, through a leadership role in a campus organization or through a pre-approved individual activity. Finally, students may satisfy their ELR by completing an approved undergraduate research project. For all non-course based experience, the ELR must be approved in advance and students must engage in an experience and reflect on that experience, under the tutelage of an advisor. Though students are required to complete only one ELR, they may satisfy the requirement as many times as they wish. Their academic transcript will indicate each time they fulfill the requirement.

STUDY ABROAD PROGRAMS

Elon University strongly encourages each student to spend at least one semester or term studying abroad. Elon has one of the top study abroad programs in the country for master's-level institutions, and more than 70% of Elon's 2009 graduating class studied abroad at some point during their college career. Elon offers more than 70 programs during the semester, winter term and summer terms. GPA requirements depend on the particular program, but are generally 2.0 for winter term programs and summer programs and 2.5-3.2 for semester programs.

Study abroad is available for everyone at Elon. Don't be fooled by the following myths:

MYTH #1 - I must know a foreign language. WRONG! Many of Elon's programs have courses taught in English. Most of the 70 programs do not require prior foreign language experience, although language immersion programs are available.

MYTH #2 - Study abroad will delay my graduation. NOT SO! If you plan ahead with your academic advisor you should be able to fit one or more study abroad programs into your four-year plan.

MYTH #3 - I don't have enough money to study abroad. DON'T BE SO SURE! Many of the semester study abroad programs are actually the same cost as attending Elon for the semester and some programs are in countries where the cost of living is lower than in the US. If cost is still a concern, you may qualify for a need-based scholarship. Elon's Financial Planning officers would also be glad to meet with you about planning for the costs of study abroad.

MYTH #4 - Study abroad is only for certain majors. WRONG AGAIN! There are programs that can fit any major at Elon. Furthermore, students can take courses for general studies and their minor, in addition to courses for their major, while studying abroad.

For a full list of available programs, details about each of the programs, application periods and other helpful study abroad information, please visit the Isabella Cannon Centre for International Studies website at www.elon.edu/studyabroad. To arrange an appointment with an international programs advisor, call 336-278-6700 or stop by the Isabella Cannon Centre for International Studies in Carlton 113.

SEMESTER PROGRAMS

Elon students have many options for semester study abroad programs, which in most cases allow students to continue to pay Elon tuition and fees -- some allow room and board to be paid to Elon, and most students pay their own travel expenses. Students who are not studying a foreign language can attend programs in countries such as England; Scotland; Ghana or Kenya, Africa; Australia; Denmark; Sweden; Italy; Mexico; and the Turks and Caicos Islands. Each of these programs offers a unique program featuring different course options, living arrangements and travel opportunities.

Students who are in the process of learning a foreign language have many options as well.

Elon students can study French at the Sorbonne in Paris, France; Spanish at the Fundacion Jose Ortega y Gasset in Toledo, Spain; the University of San Fransicso de Quito in Quito, Ecuador; Council Study Centers in Santiago, Chile and Buenos Aires, Argentina; or the Centre for Sustainable Human Development in San Jose, Costa Rica. Students may also study Japanese at Kansai Gaidai University in Osaka, Japan. Each program requires a different level of language education in courses at Elon, a 2.5-3.0 minimum GPA (depending upon the program), foreign language faculty recommendations and an essay.

Applications are accepted for all semester programs one semester in advance, with the exception of the London program. For this, applications are accepted one year in advance. More details about applying and the applications themselves can be found on the study abroad Web site.

SEMESTER IN LONDON
A student may earn 12-16 semester hours participating in Elon's London Semester Program. Students can take advantage of Elon courses taught by Elon and British professors, internships, a ten day semester break and day trips in Great Britain. Housing is in an apartment in central London. Airfare and other travel expenses are additional. The semester program is available in the fall or spring to students with a GPA of 2.5 or better and positive faculty and advisor recommendations. Applications must be submitted one year in advance.

WINTER TERM
The month-long January term offers a variety of study abroad opportunities. Over 600 students studied across the globe during January of 2004, the 32nd year of the Winter Term study abroad program. All students with a GPA of 2.0 or better are encouraged to apply, including freshmen. The Winter Term Web page describes each course and has downloadable course brochures. Each course is worth four semester hours of credit.

Programs range in location and topic across dozens of disciplines and countries. Students can study topics such as field biology in Belize, World War II in Europe, African history in Ghana, Language and Culture in Costa Rica, art in Italy, astronomy in Mexico, communications in Germany, literature in Ireland, service learning in Guatemala and many others.

OTHER PROGRAMS
Information on study abroad programs all over the world is available online at www.elon.edu/e-web/academics/cannon and in Carlton 113 in the Isabella Cannon Centre for International Studies. To talk with a study abroad advisor, email the contact on the Web site or call 336-278-6700.

WRITING CENTER
The Writing Center is a peer tutoring program in which students may work one-on-one with a tutor during any stage of the writing process. This includes brainstorming ideas, developing a thesis, organizing, revising, editing and properly documenting sources. The goal of this program is to create better writers who utilize feedback as part of their writing process. For more information, please visit the Writing Center Web site.



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The Elon University Honor System expects that individuals will act in a manner that is respectful of the rights and privileges of others. Every member of Elon University has the right to live and learn in an atmosphere of respect and support.

Responsibility for maintaining the integrity of the community rests with each individual member. Only if every member assumes responsibility for personal and group integrity and civility will the community best meet the developmental needs of its members. Each person must examine, evaluate and regulate his/her own behavior to be consistent with the expectations of the Elon community.

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Judicial Affairs Office

The Office of Judicial Affairs is responsible for coordination of the University's honor code. This includes, but is not limited to:

- Maintaining official university records for all honor code violations (social and academic);
- Notifying parents when students are found responsible for certain honor code violations (See "Sanctions" section);
- Training and advising members of the University's Honor Board;
- Investigating and adjudicating all reports of social honor code violations;
- Periodic review and update of Elon's honor code;
- Promoting awareness of the Elon honor code on campus;
- Conducting periodic meetings with campus and local law enforcement agencies; and
- Training and supervision of Administrative Hearing Officers.

For information related to the Elon University Honor Code (social and academic), go to the 2009-2010 Student Handbook.

Click here to return to the Judicial Affairs/Honor Code home page.

Office of Judicial Affairs

Jodean Schmiederer, Assistant Dean of Students, Chief Judicial Officer
jschmiederer@elon.edu

Whitney Pack Gregory, Coordinator of Judicial Affairs, Hearing Officer
wgregory@elon.edu

Paula Zachary, Program Assistant
zachary@elon.edu

Office location: 211 Moseley Campus Center
Mail: 2975 Campus Box, Elon, NC 27244
Phone: (336) 278-7271
Fax: (336) 278-7299

Additional Administrative Hearing Officers

MarQuita Barker, Assistant Director of Residence Life (Danieley Center)
Office location: Danieley Center-General
Phone: (336) 278-7310
mbarker4@elon.edu

TJ Bowie, Assistant Director of Residence Life (The Oaks)
Office location: McCoy "Oaks" Commons 103D

Phone: (336) 278-4321
tbowie@elon.edu

Evan Heiser, Assistant Director of Residence Life (North Area)
Office location: Chandler 103c
Phone: (336) 278-7313
eheiser@elon.edu

Melissa Jordan, Assistant Director of Residence Life and Multicultural Center (Colonnades)
Office location: Colonnades-A 113
Phone: (336) 278-7340
mjordan@elon.edu

Monet Thomas, Residence Director (East Area)
Office location: Smith 102
Phone: (336) 278-7315
mthomas@elon.edu

Zabrina Andres, Assistant Director of Residence Life (West Area) and Multicultural Center
Office location: Sloan 118
Phone: (336) 278-7316



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Elon Honor Code and Pledge

Introduction to Elon's Honor Code

Elon University recognizes and affirms the importance of character development and personal responsibility as essential elements of an Elon education. Students are expected to uphold the four values listed below for themselves and others in their decisions and day-to-day interactions. Conduct affirming these four values should be followed in all settings, including in and out of the classroom, on- and off-campus, and in all domestic and international sites during study abroad or course-related study experiences. Upon graduation, students are expected to have demonstrated their commitment to academic excellence and honor.

Elon's Honor Code (A description of the Elon University community values)
Every member of Elon University has the right to live and learn in an atmosphere of trust and support. Responsibility for maintaining these values in our community rests with each individual member. Values that promote this atmosphere include:

HONESTY: Be truthful in your academic work and in your relationships.

INTEGRITY: Be trustworthy, fair and ethical.

RESPONSIBILITY: Be accountable for your actions and your learning.

RESPECT: Be civil. Value the dignity of each person. Honor the physical and intellectual property of others.

The Honor Pledge is an abbreviated form of the Honor Code. Students sign the Honor Pledge when they join the Elon community to publicly affirm their intent to behave according to the values of the Elon community. They also sign this pledge on papers, tests, assignments and other documents when requested. The honor pledge is printed on signs in classrooms and residence halls throughout campus.

Elon's Honor Pledge

"On my honor, I will uphold the values of Elon University: honesty, integrity, responsibility, and respect."

Click here to return to Judicial Affairs/Honor Code home page.



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Honor Policies

Elon's honor code applies to both individual student and organizational behavior:

- occurring from the time of admission until the actual awarding of a degree. It applies to behavior that occurs before classes begin or after classes end, as well as during periods between terms of enrollment unless a student has completed the process of withdrawal from the university.
- in the classroom and at all locations and events on Elon university owned or leased property.
- in locations and at events not occurring on campus, including those involving non-campus individuals and organizations.
- in locations abroad, including involvement with all individuals and organizations, and
- in situations involving technology as a means of recording or communication.

The Assistant Dean of Students shall decide whether the Honor Code shall be applied to conduct occurring off campus, on a case by case basis.

To clarify the types of violations, Elon has grouped them into policies that cover social situations and policies that cover academic situations. These two policies may overlap, with one or more types of violations being reported from a single incident, when appropriate.

To see a full list of honor violations, click here.

Academic Policies support honest exploration and thoughtful contemplation of all ideas in an environment of honesty and trust. As such, students are to refrain from lying, cheating, stealing or violating another's property, plagiarism, or facilitation of another's academic violation. To be clear about what academic behavior is unacceptable, Elon has listed areas of the policy that clarify components of academic responsibility. Violations of academic policy may result in the lowering of a course grade or assigning a failing grade for the course (including an Honor Code F). Multiple or egregious violations of Academic Policies may result in Disciplinary Suspension or Permanent Separation from Elon University.

Social Policies support the shared values and communal expectations that promote the development of the individual and the community. To be clear about what social behavior is unacceptable, Elon has listed areas of the policy that clarify components of social responsibility. Each area of potential violation is defined and typical sanctions are listed. In cases where more than one violation has occurred as a result of an incident, sanctions will likely increase in severity.

Violations of the Honor Code may be subject to civil or criminal prosecution under local, state and federal law.



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Areas for Possible Honor Violations

Click on the links below to see definition/scope/sanctions	Can violation affect course grade?
Alcoholic beverages	
Behavior that endangers health/safety of self or others	
Cheating	**MAY IMPACT GRADE**
Destruction or defacing of property	
Disorderly conduct	
Drug-related violations	
Facilitating academic dishonesty	**MAY IMPACT GRADE**
Failure to comply with the lawful directive of a university official	
Fighting or other acts of physical aggression	
Fire setting and Arson	
Firearms and/or Weapons	
Fireworks	
Fraud	
Gambling	
Guests and Visitation	
Harassment	
Hazing	
Host Responsibility	
Laws of the wider society	
Lying - social policy	
Lying - academic policy	**MAY IMPACT GRADE**
Misuse of university property	
Morals and decency offenses	
Off-campus parties	
Plagiarism	**MAY IMPACT GRADE**
Possession of lost or stolen property	
Sexual offenses	
Stealing - social policy	

Stealing or Vandalism - academic policy	**MAY IMPACT GRADE**
Swimming, wading or skating in restricted areas	
Tampering with fire and/or life safety equipment	
Technology Policies	**MAY IMPACT GRADE**
Unauthorized occupancy of a residence hall	



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Reporting Suspected Violations

This page contains information on reporting suspected honor code violations, including **academic policy** and **social policy** violations.

Because judicial proceedings for social and academic policy violation charges are to be conducted expeditiously, prompt reporting (within two weeks of the incident) is encouraged. The length of time between the incident and when it is reported is a consideration in whether the University will pursue charges. Reports received 6 months or more after an incident will normally not be considered for adjudication. Students will not be penalized or discriminated against in any way for reporting incidents, but any student who knowingly files a false or malicious complaint may be charged with lying under the social policies. Judicial proceedings will be informal, fair and as expeditious as possible.

Academic Policies

Elon faculty members who suspect a student or students of violating Academic Policies will schedule an appointment with the students/s (either individually or as a group, to be determined by the professor). Elon students who witness an academic violation are expected to report the violation to the faculty member, along with any information to substantiate their charge.

During the initial meeting, the professor will explain the basis of the Academic Policy charge, and will share supporting information, if available, with the student. The purpose of this meeting is not to question charges or negotiate sanctions, but rather to make sure the student understands the professor's charge against him/her and to sign the form indicating whether the student will or will not take responsibility for the offense.

The form and instructions for reporting an academic policy violation can be found here.

Social Policies

Any member of the Elon University community can report a violation of campus policies by filing an Elon University Incident Report with the Office of Judicial Affairs, Moseley Center 211. The incident will be investigated, and if disciplinary charges are warranted, it will be referred to the appropriate administrative hearing officer or honor board.

The form and instructions for reporting a social policy violation can be found here.

Click here to return to the Judicial Affairs/Honor Code home page.

For information about the judicial process, click here.



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The Judicial Process

The judicial system outlines the steps involved in examining and adjudicating reports of honor code violations. The topics covered in this section are listed below. Detailed descriptions of them follow.

Introduction and Philosophy

Elon University views its role in the administration of institutional policy as one of both ensuring fairness and providing an educational opportunity for the student. This approach protects the campus community by providing a system of sanctions that are educational and hold students accountable for violating university policies. Sanctions are assigned to encourage the growth and development of students and support the practice of responsible behavior in a community. The educational approach infers a need for understanding and self discipline on the part of the student as well as a respect for the rights and privileges of others.

The basic philosophy and principles which guide the Judicial System at Elon University are:

- The judicial process is necessary and effective when it furthers the learning experience of a student and/or provides protections for the community of which s/he is a member.
- When campus judicial action becomes necessary, that action should be handled expeditiously and thoroughly.
- The education of students concerning the policies of the university, emphasizing the need to live by those policies in a community of people, is promoted in residence hall meetings, judicial hearings and during any other contact made with individuals charged with violating university policy(ies).
- In judicial conferences involving students who are accused of violating university policies, consideration will be given to all information relevant to the case. This is to ensure that a fair process and appropriate consideration are extended to all students.

Elon University hearings, unlike proceedings of a court of law, do not require conclusive proof. Instead, the greater weight of the evidence is sufficient to make a decision of responsible. The student has the right to appeal a hearing decision to either the assistant dean of students or the University Appeals Board, as presented below, depending on the situation.

Victims will be notified of the outcome of campus judicial hearings as permitted by the Student-Right-to-Know and Campus Security Act of 1990 (amended 1998).

Academic Policy Cases

If the student is charged and admits responsibility, s/he will meet with the course professor to discuss the charges and the professor will assign "course related" sanctions. The professor will then submit information on the situation to the Assistant Vice President for Academic Affairs to determine if "university related" sanctions are appropriate. If the charged student denies any misconduct, the case will automatically be referred to the Elon

Honor Board and the assistant vice president for academic affairs will convene the hearing.

An illustration of the judicial process for academic honor code incidents is available here.

Charges reported as allegedly occurring within ten or less days before Reading Day each semester may have to be heard by the board after final exams or during the subsequent semester.

Social Policy Cases

Most social policy violation proceedings are initiated when an Elon Incident Report, Campus Safety and Police report, or Elon Town Police report is received by the Office of Judicial Affairs. Based on the preliminary screening of the report, potential charges are determined. If the incident occurs in a residence hall area or Greek house and involves any of the charges listed below, the incident report is usually referred to a residence life or Greek life professional staff member for investigation and adjudication. Cases that are usually referred to the residence life or Greek life staff for adjudication include:

- Alcohol policy (first and second offenses);
- Behavior which endangers the health and safety of self and/or others;
- Disorderly conduct;
- Failure to comply with a lawful directive of a university official;
- Fighting;
- Gambling;
- Harassment;
- Lying;
- Possession of lost or stolen property;
- Stealing; or
- Swimming, wading or skating in restricted areas.

Violations which involve the following are normally referred to the coordinator of Judicial Affairs or the assistant dean of students:

- All violations for which suspension is the minimum recommended sanction, including incidents where multiple violations have occurred and the composite recommended sanction would be suspension;
- Incidents involving the use, possession or sale of drugs and/or drug paraphernalia;
- Setting fires or tampering with fire and/or life safety equipment;
- Cases dealing with firearms or weapons on campus;
- Incidents that do not occur in a residence area, including official study abroad courses/experiences;
- Possession of a keg or other multi-serving (common) containers;
- Hazing violations;
- Fraud;
- Sexual offenses;
- Cases which involve civil or criminal action against a student;
- Incidents involving students charged with violations that would be considered by the civil/criminal system to be a felony; or
- Cases referred by the residence life staff or any other administrative hearing officer.

After the incident report is assigned, the designated administrative hearing officer will send the student a "Notice of Judicial Conference" letter. This letter will indicate the potential charges, list the deadline by which a student must schedule his/her conference with the hearing officer. If the student does not respond by the assigned date to schedule a judicial conference or attend the scheduled meeting, then a hearing will be scheduled and the student notified of the date, time and location. If the student does not attend the scheduled hearing, the case will be heard without the student present, a decision will be reached and the student will be notified of the outcome.

In some situations the student may be allowed to accept responsibility for the potential charges and the recommended sanctions without a formal meeting. If given that option, then s/he should contact the administrative hearing officer whose name appears on the letter.

Reported violations of social policies alleged as occurring within ten or less days before Reading Day each semester may be postponed until after final exams.

Judicial Conference

At the judicial conference, the administrative hearing officer will review the potential charges and sanctions then answer student questions regarding the judicial process. The student is given an opportunity to respond to the charges and provide information necessary to determine if and what charges may be appropriate.

At the conclusion of the judicial conference the appropriate course of action will be determined. The outcome of this conference will be to: discontinue judicial action (no charges); postpone a conclusion until additional information has been gathered; set charges and conduct a judicial hearing at that time (if the student waives the 3-day option to prepare for a hearing); set charges and schedule an administrative judicial hearing (usually within three days of the conference); or refer the case to another hearing level.

Based on the information gathered about the incident, the administrative hearing officer may choose to refer the case to the coordinator of Judicial Affairs or assistant dean of students for adjudication. The coordinator of Judicial Affairs or the assistant dean of students may choose to refer the case to the Honor Board. Cases that will be considered for referral to the Elon Honor Board are cases which involve gross violation(s) of community standards or personal violations (fighting, other acts of violence, weapons, drug charges, etc.).

After the charges are set, the student respondent may then choose to accept responsibility for the identified charges, have his/her administrative hearing immediately, or schedule a hearing at a future reasonable date, usually within three days.

Administrative Hearing

During the administrative hearing, the hearing officer will ask questions regarding the incident and the responding student's behavior related to the charges. The hearing officer will consider all information the student shares and is available to him/her. If necessary, either the hearing officer or the respondent may postpone the conclusion of the hearing (for a reasonable amount of time) in order to conduct additional investigation. The hearing will conclude with the rendering of a "Responsible" or "Not Responsible" decision and appropriate sanctions if warranted.

Family members, attorneys or other legal counsel may not attend or serve as advisors in campus judicial proceedings. The charged student may bring an advisor from the Elon University community (currently enrolled student, faculty or staff member), but advisors may only counsel the student and may not actively participate in the process. In cases alleging assault by one student against another (including sexual offenses), the alleged victim may also bring an advisor from the Elon community to the hearing.

Appeal of Decision

If a student wishes to appeal the decision of a hearing officer, s/he must submit a letter of appeal to the Assistant Dean of Students by 5:00 pm on the second working day following

the rendering of a decision. The guidelines for making an appeal are outlined in the "Appeal Procedures" section.

Elon Honor Board

The Honor Board hears all academic policy violation cases for which the student denies responsibility. It also hears social policy cases referred by the Office of Judicial Affairs which involve gross violation(s) of community standards or personal violations (fighting, other acts of violence, weapons, drugs, etc.). Due to the number of individuals involved in the process, the timeline for scheduling the hearing may be longer than for an administrative hearing, but will still be within a reasonable amount of time.

The Elon Honor Board consists of 12 students (six elected by the student body and six appointed by the SGA President), three of which must be present at the hearing; six faculty (two elected by the Academic Council and four appointed by the provost/vice president for academic affairs), of which two must be present at the hearing; and two Student Life administrators (appointed by the vice president of student life), one of which must be present at the hearing. The assistant vice president for academic affairs and assistant dean of students are non-voting members of the Elon Honor Board and act as conveners of the board for academic policy hearings and social policy hearings.

Honor Board Procedures

The Elon University judicial system is designed to provide fairness and appropriate consideration for those students charged with violating the policies of the university and/or the wider society. Honor boards will adhere to the following to ensure fairness:

- Hearings are restricted to those directly involved with the incident and those requested to be present by the institution.
- The responding student may bring an advisor from the Elon University community (currently enrolled student, faculty or staff member) to the hearing. Advisors may only counsel the student and may not actively participate in the hearings.
- Family members, attorneys or other legal counsel may not attend or serve as advisors in campus judicial proceedings.
- In cases alleging assault by one student against another, the alleged victim may also bring an advisor from the Elon community (currently enrolled student, faculty or staff member) to the hearing.
- The student respondent may submit up to three written character references for consideration by the board. The character references will be considered during sanctioning deliberations if the accused student is found responsible for the violation(s).

A typical hearing board procedure follows this basic outline:

- All witnesses, the responding student, his/her advisor, and the hearing board members will meet.
- The assistant dean of students, assistant vice president for Academic Affairs, or his/her designee, serve as conveners of the board, and will stress confidentiality to all participants.
- The witnesses will leave the room and the charge(s) will be read to the student. The student will respond to the charges and state "responsible" or "not responsible" to each charge.
- The accused student will be allowed to make a statement.
- Those witnesses who substantiate the charge(s) will be requested to make statements and respond to questions from board members.
- Those witnesses who can refute the charge(s) will be asked to make statements and respond to questions from board members.
- The charged student will respond to questions from board members and offer any

further information or statement(s) on his/her behalf.

- The charged student and his/her advisor will leave the hearing room, and the hearing board members will deliberate and vote "responsible" or "not responsible" on each charge. A majority vote (which shall be by secret ballot) of the voting members of the hearing board is required for a decision.
- Should the decision be responsible, the board members will be given information concerning any prior offenses and written character references (if presented by the charged student). The board may consider prior offenses and sanctions solely for the purposes of determining the appropriate sanctions to be imposed.
- The charged student and his/her advisor will return to the hearing room, and the decision will be shared.
- For cases involving social policy violations, students found responsible will be allowed to make a closing statement or offer any comments for consideration in the imposition of sanctions.
- The board will discuss all information available and determine appropriate sanctions.
- For social cases, the charged student and his/her advisor will return to the hearing room, and the sanctioning decision will be shared.
- The board or convener will provide an explanation of the appeals procedure as outlined in this handbook.

All board hearings will be audio-recorded. Audiotapes will be erased if there is no appeal of the hearing board decision or within six days of the conclusion of the appeals process. Audiotapes will remain the property of Elon University. Elon University board hearings, unlike proceedings of a court of law, do not require conclusive proof. Instead, the greater weight of the evidence is sufficient to make a decision of responsible. The student has the right to appeal the decision of the Elon University Honor Board to the University Appeals Board.

Involuntary Withdrawal

The president, provost/vice president for academic affairs, vice president for business, finance and technology, vice president for student life, or persons functioning under their direct authority, may carry out immediate, involuntary withdrawals concerning the conduct of a student. In extreme cases, prompt and decisive action may be required before there is an opportunity to conduct a hearing, as in cases in which a student's continued presence on campus substantially impedes the orderly functioning of the university or constitutes an immediate threat to the well-being or property of members of the university community or if the student requires more supervision than the university staff can reasonably provide. Students withdrawn involuntarily shall have a prompt meeting with the vice president for student life or his designee to review the behavior which forms the basis for the student's withdrawal. In some cases the student may be required to reside off campus and/or be given restricted access to the campus without being involuntarily withdrawn pending the outcome of the hearing.

Withdrawal in Lieu of a Hearing

Under certain conditions, the vice president for student life may agree that a student charged with violating an Honor Code policy may withdraw from the university rather than face a judicial hearing. A student must request such an option in writing and must stipulate that the petition is voluntary. Students approved to withdraw in lieu of a hearing may neither be physically present on the Elon campus, nor participate in Elon University sponsored activities, programs or events either on or off the campus, without the explicit approval of the Vice President, Assistant Vice President, or Assistant Dean for Student Life.

Students approved to withdraw in lieu of a hearing may not be eligible to re-apply to Elon

University in the future. A student withdrawing in lieu of facing a judicial hearing must have the clearance of the vice president for student life before s/he may apply for readmission to the university. Re-admitted students will be on preliminary suspension upon return and may be required to meet other conditions to continue enrollment.

Judicial Cases Involving Student Organizations

Judicial cases involving student organizations will be adjudicated by the assistant vice president for student life. The assistant vice president for student life may consider recommendations for determination of responsibility/non-responsibility and sanctions from judiciaries such as the Interfraternity Council Honor Board, the Panhellenic Council Honor Board, Sports Club Council, etc. The assistant vice president for student life will make the final decision.

An organization may request to appeal the decision of the assistant vice president for student life to the vice president and dean of students on the grounds of: the discovery of new and substantial information relevant to the outcome of the decision, excessiveness of sanction and/or substantial violation of procedures to ensure a fair representation of the case by the student organization. The written request for an appeal must be received in the Office of the Vice President and Dean of Students by 5 p.m. on the second working day after the initial decision is rendered.

Sanctions for student groups may be made known to the campus and public.

NOTE: This university judicial system may be subject to change without notice in cases involving civil or criminal prosecution.



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Student Rights

When charged with violating the University honor code (academic and social policies) students have specific rights. Students are entitled:

- to have a written statement of the charges.
- to have written notice of the date, time and place of the hearing. (This right may be waived by the charged.)
- to have the hearing postponed for good cause. (Request for postponement must be made no less than two days prior to the scheduled time of the hearing and must be made in writing to the judicial officer.)
- to have the right to an advisor from within Elon University's faculty/staff/student community.
- to hear and respond to the information that supports the charges against him/her
- to provide information on his/her own behalf.
- to obtain witnesses on his/her own behalf.
- to question witnesses present at honor board hearings.

Students who have questions about their rights should contact:

For Academic Policy cases:

Dr. Mary Wise
Assistant Vice President of Academic Affairs

For Social Policy cases or regarding the judicial system in general:

Ms. Jodean Schmiederer
Assistant Dean of Students



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Sanctions

Warning/Probation/Suspensions

NOTE: Students sanctioned with Preliminary Suspension, Disciplinary Suspension or Permanent Separation **lose the privilege of Study Abroad for one year** (from date of incident). All deposits or payments for Study Abroad will be forfeited without reimbursement. Students also **lose the right to hold a leadership position for one year** (from date of incident) for any student club/organization or university program. For this level of offense, judicial records are maintained by the university for five years and may be damaging when applying for graduate school or employment.

Students are not considered to be in "good standing" with the university until all sanctions are completed. Students who do not complete sanctions by the assigned due date may have sanctions increased or may be charged with "Failure to Comply with the Lawful Directive of a University Official." Sanctioning levels will increase and may result in more serious consequences.

Reprimand
An incident may be considered to be minor and spontaneous in nature (no planning or pre-meditation) by the student. The reprimand is notification to the student that s/he has been found responsible for a violation and that any other violations of university regulations for which the student is found responsible will result in more serious sanctions. A reprimand remains in effect for one calendar year. If there are no additional violations during that time, the reprimand is removed from the student's record.

Official Warning
The official warning is notification to the student(s) that s/he has been found responsible for a violation and that any other violations will result in more serious sanctions. An incident may be considered to be mild in nature and outcome but one that could have negatively influenced/affected the community. Official warning is a statement to the student(s) that s/he needs to reevaluate his/her behavior before serious action has to be taken. If the violation involves drugs or alcohol, a letter will be sent to the parent(s)/guardian(s) with notification of the Official Warning.

Disciplinary Probation
A probationary status, imposed for a specific time period, during which a student is expected to show a positive change in behavior. A letter is sent home to the parent(s) or legal guardian(s) of a student placed on disciplinary probation with notification of probationary status. Any alcohol and/or drug violations will be specified in this letter to the parents. Any violations occurring during the probation period will likely result in Preliminary Suspension or Disciplinary Suspension.

Preliminary Suspension
A unique probationary status in which the student is expected to immediately exhibit a marked improvement in behavior or face suspension from the university. The sanction of disciplinary suspension was considered for the student but was not deemed necessary. If the student does not meet all special stipulations associated with the preliminary suspension or if s/he is found responsible of violating any other rule, regulation, policy or law, s/he may be sanctioned with disciplinary suspension from the university.

A letter is sent home to his/her parent(s) or legal guardian(s) with notification of preliminary suspension status. If the violation involves alcohol and/or drugs, it will be specified in this letter.

See the beginning of this section in regards to Study Abroad and student leadership positions.

Disciplinary Suspension
The removal of a student from the university which permits the student to apply for readmission at the end of the sanction imposed. It is expected that s/he will make every effort to rectify any previous misconduct by displaying irreproachable behavior in the future. A letter is sent to the parent(s)/guardian(s) with notification of suspension status. Alcohol and/or drug violations will be specified in this letter.

While a student is suspended, s/he may not return to the campus or participate in any programs or activities of the university without written permission from the assistant dean of students for judicial affairs or the assistant vice president for academic affairs. If the student returns to the campus without written permission during the suspension period, his/her eligibility to return to Elon in the future may be jeopardized.

While a student is suspended for Academic policy violations, s/he may not enroll in Elon University classes either on or off campus; nor may students transfer credits back to Elon for any course s/he may choose to take off-campus while on suspension.

Suspended students will only be refunded Board and Tuition using the refund schedule outlined in the Academic Catalog. All other fees and charges are forfeited.

If a student is suspended from the university, a letter will be sent to his/her parent(s) or legal guardians with notification of the suspension. Alcohol and/or drug violations will be specified in this letter.

Please see the note above in regard to Study Abroad and student leadership positions.

Permanent Separation
Permanent removal from the university. Students separated from the university will be refunded Board and Tuition only, using the refund schedule outlined in the Academic Catalog. All other fees and charges are forfeited.

If a student is permanently separated from the university, a notation will be made on the official transcript and a letter will be sent to his/her parent(s) or legal guardian(s) notifying them of the separation. Alcohol and/or drug violations will be specified in this letter.

Students who are permanently separated from the university may not return to the campus or participate in any programs or activities of the university without written permission from the assistant dean of students for judicial affairs or the assistant vice president for academic affairs. If the student returns to the campus without written permission, s/he may face criminal charges.

Additional Sanctions

Alcohol Education Class
Students found in violation of the Alcohol Policy may be assigned to complete an alcohol education program such as e-chug, College Alc, Alcohol 101 Plus, and/or complete a related educational project. The fee, if any, for these programs is the student's responsibility and must be paid before the program begins.

Campus/Community Restitution Hours

Campus and/or community restitution hours are intended to benefit the individual and the campus (such as working in a campus office or completing an assigned project). Hours must be completed with an Elon University office or organization unless pre-approved by the Hearing Officer. If a student does not complete the assigned restitution hours by the required date, hours may be increased, a fine may be assessed, and/or student may be additionally charged with Failure to Comply with the Lawful Directive of a University Official.

Counseling Assessment
Students may be required complete a psychological or psychiatric assessment by a certified provider. Students must follow any treatment or referral recommendation resulting from the assessment. Students are responsible for any cost associated the assessment and treatment.

Educational Sanctions
The administrative hearing officer or hearing board may choose to assign an educational project or task to be completed. Some examples of these sanctions include papers, book reports and program development and implementation. Assignments must be presented to and approved by the hearing officer or designee in order for the sanction to be considered complete. Students may be required to complete a follow-up meeting with the Hearing Officer for this sanction to be considered complete.

Fines
Students may be required to pay a reasonable sum of money as a sanction. Fines double if not paid by due date. Students who do not complete restitution hours by the assigned deadline may be assessed an additional $200 fine.

Loss of Financial Aid
The Higher Education Amendments of 1998 state that any student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance may not be deemed eligible to receive any grant, loan or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified by law.

Loss of University Housing
A student may be removed from residing in university-owned or leased housing as part of an imposed sanction. If a student loses housing privileges, a letter will be sent to his/her parent(s) or legal guardian(s) with notification of his/her housing status. Room rent for the remainder of the student's housing contract period may not be refunded.

Residence Hall/Apartment/Greek House Relocation
A student or group may be required to move to another room, residence hall, apartment, or residence area because of their lack of willingness to live within the rules of his/her present residential community, or uphold university policies. For individuals, this sanction will be assigned in situations where the hearing board or hearing officer believes the student would benefit from a change of environment in order to conform to acceptable group living standards. This includes university-leased housing as well.

Restitution
Reimbursement for damage or loss to person(s) or property or misappropriation of property, either through appropriate repairs or monetary compensation, may be imposed as a sanction.

Substance Abuse Assessment
Students found responsible for alcohol- or drug-related violations may be required to complete an assessment at the Ellington Health and Counseling Center or by a certified substance abuse counselor/provider. Students must follow any treatment or referral recommendations that result from the assessment and forward appropriate additional documentation to Judicial Affairs. Students are responsible for any cost associated the assessment and treatment.

Suspension of Social Privileges
An individual student, residence hall floor, suite, apartment, or student organization may lose social privileges that are specified with a particular sanction. The student or organization may not participate in extracurricular events or represent the university on or off the campus, except for activities that are required to meet class assignments. Level of participation in varsity sports will be determined on a case-by-case basis.

Course Grade Implications

For academic policy violations in which students are found "responsible," instructors may elect to fail the student for the assignment, for a related unit in the course, or for the entire course.

Academic Censure
Censure is the minimum sanction assigned for Academic policy violations. A disciplinary record will be created and maintained in the Office of Judicial Affairs. The file will contain all documents pertaining to the incident and judicial process. A letter will be sent home to the parent(s) or legal guardian(s) of a student placed on academic censure.

A grade of "F" for the course: When an instructor elects to fail a student in a course based on a student's having been found responsible for an academic policy violation, the grade recorded by the registrar on the student's permanent record will be an "F," (with no notation that the grade originated from an honor code violation). The student may repeat the course at a later time; however, the credit hours and quality points for the original class will be retained, thus lowering the student's overall grade point average. The standard course-repeat-rule in the Elon University Academic Catalog is not applicable for courses in which an instructor has elected to give a course "F" based on an honor code violation. Students who receive a course "F" given by the instructor based on the student's being found responsible for an honor code violation may not grieve that failing grade through the University's grade grievance policy.

A grade of "F" for the assignment/unit: When an instructor elects to give the student an "F" for an assignment or a related unit of the course based on an academic honor code violation (not intending for the student to fail the entire course based on the honor code violation), the instructor will calculate the student's course grade based on the standard for the entire class. The final grade submitted for the course will not contain any notation indicating that an honor code violation has occurred. While students may grieve a course grade through the University's grade grievance policy, they may not base their grievance on the instructor's assignment of an "F" for the assignment or unit based on the academic policy violation.

In cases where a student receives an "F" in a course in which the student has been found responsible for an academic policy violation, but the instructor has elected not to fail the student in the entire course, the instructor is responsible for notifying the registrar that the course "F" is an earned "F" and not an honor code "F." Students who receive an earned "F" may repeat the course and the University's course-repeat-rule will apply.

Parent/Guardian Notification

Elon University greatly appreciates the involvement of parents and guardians in the educational process. Parents will be notified when their student is found responsible for violating any section of the Alcohol or Drug Policy. We will also notify parents/guardians when their student is placed on academic censure, disciplinary probation, preliminary suspension, disciplinary suspension, permanent separation or loss of housing privileges.

The student's parents or legal guardian(s) will be notified concerning the disciplinary action unless the student can provide documentation of independent status. All violations of the alcohol or drug policy will be noted in the letter.



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Judicial Records

The University maintains a file in the Office of Judicial Affairs for each person found responsible for an academic or social policy violation.Judicial Affairs may, under FERPA exception, disclose information related to student conduct records to Elon University officials with legitimate educational interests. The Office of Judicial Affairs may, at the student's request, reveal its contents to other university departments, employers, schools and others. The Judicial Officer is required to provide access to a student's file when subpoenaed by a court or federal agency, or as otherwise required by law.

Files for students given sanctions of preliminary suspension, disciplinary suspension or permanent separation are normally maintained for five years from the date of the student's last violation. Files for students given lesser sanctions are normally maintained until the student graduates, then judicial records are expunged. Prior to graduation, the Office of Judicial Affairs may expunge records *upon request of the student during Winter Term of his/her senior year.* The Office of Judicial Affairs offers this opportunity as a courtesy to students. It is the student's responsibility to visit the Office of Judicial Affairs in person to make this request.

Academic Integrity Policy and Form

As a member of the university community, each faculty member has a responsibility to promote and enforce the academic integrity policy. This responsibility involves appropriate interpretation of the integrity policy and the promotion of conditions favorable to academic integrity and academic citizenship. Instructors should provide:

1. Clear exposition of the values of Elon's integrity policy and students' obligations to uphold the policy
2. The maintenance of order
3. Demonstration of the importance of personal interest, fairness and mutual consideration
4. Uniform procedure in handling violations

It is recommended that faculty ask students to sign an integrity pledge for all tests, examinations and all outside written work which is to be completed independently, indicating that they have neither given nor received unauthorized aid.

Each faculty member should indicate to his/her classes the policies regarding assigned work done outside of class, indicating when and how collaboration and use of resources is acceptable.

If an instructor has reason to believe that a student has violated the integrity policy by cheating, plagiarizing, lying, stealing, vandalizing or facilitating academic dishonesty in others, he/she is to indicate to the student that there is a problem and arrange for a meeting. During that meeting the charge is to be explained to the student, and the student is asked whether he/she wishes to take responsibility.

In cases where students take responsibility, the instructor should assign sanctions related to the course and return the completed Incident Form to the assistant vice president for academic affairs.

In cases where the student does not take responsibility, the instructor should complete the Incident Form, taking it and any evidence to the assistant vice president for academic affairs who will arrange for a hearing before the judicial board.

The instructor is responsible for completing the grade report for the course the student is enrolled in. In no case may an honor code F (or any reduction in grades or student credit for work) be assigned in a course without the necessary paperwork and procedures having been followed to verify an integrity violation has occurred and the student was made aware of the charge.

The office of the provost/vice president for academic affairs will determine and administer any institutional sanctions (in addition to course related sanctions given by the faculty). Institutional sanctions include, but are not limited to probation, suspension or dismissal from the institution for students whose violations are grievous or repeat offenses.

In order to monitor the integrity behaviors and record of each student, it is vital that instructors submit an incident report for each student who has violated the integrity policy, even when the faculty members elects to assign only minimal (or no) course sanctions.

LINKS

Judicial Process Chart

Academic Integrity Incident Form



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Appeal Procedures

Any student wishing to appeal the decision of any hearing body must submit a letter to the assistant dean of students (social policies) or assistant vice president for academic affairs (academic policies) by 5 p.m. on the second working day after the initial decision is rendered.

The written request must contain a detailed statement of the grounds for appeal, the date, and the signature of the student. Only those requests for appeal on the following grounds below will be considered. The review by the appeal officer or board will be based on these grounds and will not be a rehearing of the original case.

New Facts

Discovery of **substantial** new facts that were unavailable at the time of the hearing and which could affect the hearing outcome.

If the appeal is based on **substantial new facts the request must outline the following**:

- Source of new information;
- Name(s) of who can present this information;
- Reason(s) why this information was not presented at the original hearing; and
- Reason(s) why this information may contribute to a decision other than that which was originally made.

Excessive sanction

If the assigned sanctions are excessive and do not follow the Student Handbook.

If the appeal is based on **excessive sanction**, the request must include specific information indicating why the sanction is deemed unreasonable.

Procedural Violation

If there was a **substantial** violation of the hearing procedure.

If the appeal is based on **substantial violation of hearing procedure**:

- Citation of specific procedural errors with appropriate reference;
- Reason(s) why procedural error was not mentioned in the original hearing; and
- Reason(s) why correction of error can contribute to a decision other than that which was originally made.

Appeals for Social Policy Cases

Appeal Process for Sanctions less than Disciplinary Suspension or Permanent Separation from the University

The assistant dean of students for judicial affairs or his/her designee will review requests for appeals from students. The decision of the assistant dean is final.

In those cases where the assistant dean of students was the original hearing officer, the request will be forwarded to the assistant vice president for student life who will review the appeal. The decision of the assistant vice president is final.

Appeal Process for Disciplinary Suspension or Permanent Separation from the University

The assistant dean of students for judicial affairs will forward the request for appeal to the University Appeals Board which will review the case. The decision of the appeals board is final.

Appeals for Academic Policy Cases

Student assigned "university related" sanctions by the assistant vice president for academic affairs, or by the University Honor Board may request an appeal with the University Appeals Board. The decision of the appeals board is final.

The University Appeals Board has the authority to:

- Uphold the original decision
- Uphold the original decision but change the sanction
- Exonerate the student.
- Remand the case to the original hearing officer or hearing board.

NOTE: The written appeal must be clear and specific as the University Appeals Board may base its decision solely on the written appeal. An appeal does not guarantee the opportunity to meet with the appeals board.

University Appeals Board

The University Appeals Board is composed of the vice president for Student Life or his designee, the provost and vice president for Academic Affairs or his designee, the president of the Student Government Association (SGA) or another executive officer of the SGA and a faculty member. Students who receive a course grade of "F" as a result of an honor code violation may not grieve that grade through the university's grade grievance policy.

Follow this link to print a grade appeal form.



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Smoking
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Travel Policies for Elon University Organizations
Vans and Use of Personal Vehicles
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ACADEMIC VILLAGE AMPHITHEATER USE

Campus organizations or individuals wishing to host events (initiations, speakers, forums, musical events, etc.) in the amphitheater in the Academic Village must have a must have an event registration request approved at least one week in advance at the Moseley Front Desk. Classes may be held on a first-come, first-serve basis, but classes may not be scheduled for the amphitheater on a routine basis. Event registration is not required for individuals and informal, small group use of the amphitheater for discussions, reflection, studying and other low-key activities.

Campus organizations or individuals wishing to host events (initiations, speakers, forums, musical events, etc.) in the amphitheater in the Academic Village must have a must have an event registration request approved at least one week in advance at the Moseley Front Desk. Classes may be held on a first-come, first-serve basis, but classes may not be scheduled for the amphitheater on a routine basis. Event registration is not required for

individuals and informal, small group use of the amphitheater for discussions, reflection, studying and other low-key activities.

ACCESS OF INDIVIDUALS WITH DISABILITIES
Elon University is committed to the principle of equal opportunity for all qualified students. In fact, the university policy on disabilities was created to ensure equal access at Elon, as well as compliance with federal and state regulations. Our policy defines the rights and responsibilities of both Elon University and of individuals with disabilities. It also contains the university's procedures for obtaining accommodations as well as the mechanism for dispute resolution. Qualified persons with a disability have the responsibility to provide formal written documentation to the office of Disability Services an evaluation from a licensed professional (such as a psychologist, learning disabilities specialist or, in the case of physical illness/conditions, a physician). The documentation must be dated within four years of the student's enrollment at Elon, and it must explain precisely what the disability is, the limitations resulting from the disability and the specific accommodations needed. Students must make written requests for modifications/accommodations in advance each semester. Follow this link to view the Disabilities Guide Book.

ACCIDENTS
Members of the university who are involved in accidents (falls, automobile, etc.) on campus should report the accident immediately to Campus Safety at ext. 5555. An additional report should also be filed with the assistant vice president for business and finance, Alamance 107.

ANIMALS ON CAMPUS
Animals must be on a leash if on university property. The Town of Elon has a leash law which also applies to the university. Violation of town ordinances can result in public prosecution. Animals are not permitted in university buildings. Exception will be made only for assistance animals. Animals may not be used in pranks or otherwise for amusement or ceremony in connection with any individual, university or group activity. Violation of these policies may result in judicial action.

ATHLETIC GAME PLAYING
Athletic game playing is permitted only in approved areas on campus. Games are NOT permitted in residence halls, parking lots, dining halls and academic buildings unless prior approval is obtained.

BICYCLES
Bicycles can only be parked in areas designated for bicycles (bicycle racks). All bicycles must be registered with the Office of Campus Safety and Police. Bicycles found in any areas including but not limited to stairwells, railings, brick colonnades and gazebos will be confiscated, and a $5.00 fine and $10.00 monthly storage fee will be assessed. All bicycles left after May commencement become property of the university.

CHANGE OF ADDRESS/PHONE NUMBER
If a student's address or phone number changes at any time, he/she must notify the Registrar immediately. It is essential that the university has current information to contact students about official academic matters and in case of emergency. The university requests students to maintain their current cell phone numbers on On Track for emergency use; cell phone numbers will not be given out without permission of the student.

DINING HALL REGULATIONS, THE PHOENIX CARD

Dining Halls
Food, dishes, silverware or other equipment may not be taken from the dining hall without permission of the dining hall manager. Visitors are expected to pay for their meals unless payment is made by their hosts. Persons who fail to cooperate with dining hall personnel or to comply with dining hall regulations will lose their dining hall privileges without compensation. The Phoenix Card may not be used by anyone other than the student to whom the card is issued. Students who use another person's Phoenix Card or students who

allow someone to use their Phoenix Card will be charged with fraud. The Phoenix Card will be confiscated and will be returned after a conference with the Phoenix Card manager. Judicial charges may be filed.

Proper attire including shirts and shoes MUST be worn in the dining halls. Sick plates may be obtained by presenting a note from an assistant director or the assistant dean of students and a validated meal card. Students who are sick and cannot leave their rooms should notify their resident assistant to make arrangements for meals.

The Phoenix Card Policies
The Phoenix Card is the official University identification card. Each student should carry his/her Phoenix Card at all times. It provides identification for athletic events, social activities, meal plans, etc. Students may not lend their card to anyone else. Permitting another person to use a card or using someone else's card is against university policy. Cards used improperly will be confiscated and will be returned only after a conference held with the Phoenix Card manager. Judicial charges may be filed.

Should the student lose his/her Phoenix Card, the loss should be reported to the Phoenix Card Office (Moseley 111-A) as soon as possible. The card owner may suspend activity on their Phoenix Card for nights and weekends by visiting www.elon.edu/phoenixcard. There is a $25 replacement fee to receive a new card.

Campus Safety and Police can issue temporary door access cards for students who misplace their card at a time when the Phoenix Card Office is closed (evenings and weekends.). These cards may be coded for temporary door access only. Students should report to the Phoenix Card Office (Moseley 111-A) as soon as possible to receive a new card. Until that time, students should make alternate arrangements for meals, library use etc.

EVENT REGISTRATION

All recognized campus organizations wishing to host events (parties, speakers, programs, etc.) must complete an event registration form one week in advance with the Moseley Center Front Desk.

GOLF BALLS
Golf balls may not be hit anywhere on campus including on the Driving Range on South Campus unless approved.

HAZING
Hazing is against North Carolina state law. N.C. Statutes 14.35-14.36, define the practice as, "to annoy any student by playing abusive or ridiculous tricks upon him; to frighten, scold, beat or harass him, or to subject him to personal indignity." Any violation constitutes a Class 2 Misdemeanor. State law requires that the faculty or governing board of a college or school expel any student convicted of hazing in court.

The hazing policy exists for the protection of the rights and well-being of students. Since 1978, more than 75 students have been killed and hundreds injured in hazing incidents at schools and colleges in the United States. In none of these cases did the group set out deliberately to harm someone. In nearly all the incidents, the use of alcohol was a factor.

Weather conditions, unforeseen circumstances, hidden physical or psychological disabilities, pressure from the group -- these and other factors can cloud the judgment of those in charge and turn what began as fun into a haunting tragedy. The university will not risk such an incident happening at Elon. It would be unconscionable and unethical for the university to sanction in any way a policy which could conceivably result in harm to a student.

It is a misperception that hazing only occurs in fraternities and sororities. Other groups and individuals have been found responsible for hazing. In instances involving other groups and individuals, the sanctions are the same as for those groups and individuals with

Greek affiliation. Those "simple" residence hall pranks or athletic team traditions for new members may indeed be considered hazing! It is in the best interest of every individual and group to consult with the director of Greek life prior to planning any activity to make sure it is not considered hazing.

Also to be considered is the personal risk involved for groups and individuals convicted of hazing. The Elon University Honor Board has, in the past, disciplined even new members who participated in hazing; those in charge were given maximum penalties. Personal liability is another consideration. In the event of an injury, not just the organization is liable but also the individual members involved. It could take years to satisfy the demands of a major lawsuit.

It is important to note that hazing is not essential to the success of an organization. The strength of such groups depends on the respect and trust which evolve among members. Hazing does not build such relationships.

The student life division has carefully outlined the university policy on hazing and will continue to conduct an extensive awareness campaign. This policy will be enforced, and violators will be prosecuted to the extent allowed.

INCLEMENT WEATHER

The university remains open during times of snow and ice storms or other types of inclement weather in order to serve resident students as well as commuters who live close to campus. If weather conditions become so severe as to render it hazardous for students to drive to campus, those students who choose not to travel on that day will, in no sense, be penalized for failure to do so. The most accurate and up-to-date information about the status of classes and campus services can be found on the E-net! Web site (www.elon.edu/e-net). Students are encouraged to check the Web site frequently for updates, schedule changes and closures. Students may also access important bulletins by calling the Elon severe weather hotline at (336) 278-SNOW (7669). In addition, student may receive important weather-related messages via the E-Alert cell phone text messaging system. Sign up for E-Alert at this site: http://org.elon.edu/e-alert. Many local TV and radio stations also broadcast information concerning class cancellations or campus closure. TV Channels: WFMY, WTVD, WGHP - Fox 8, WXII and Elon University Cable Channel 3. Radio Stations: WUNC, 91.5 FM; WFDD, 88.5 FM; WBAG, 1150 AM; WMAG, 99.5 FM; WKZL 107.5 FM; WSJS 600 and 1200 AM; and Elon University station WSOE, 89.3

LIBRARY RESOURCES: CAROL GROTNES BELK LIBRARY

The Carol Grotnes Belk Library provides a variety of learning resources and services in support of the university curriculum, helping students develop effective research, study and presentation skills.

The library offers over 300,000 books, 8,000 current serial subscriptions, 70,000 government documents and 24, 000 audiovisual materials for use by the entire university community. Provided are Library instructions for individuals and classes, professional reference services, a wide variety of online databases, internet access and a variety of interlibrary loan services. Additionally, students can find novels, DVD's and audio books for recreational reading, viewing and listening.

Within the library, the Office of Media Services offers audiovisual production and design services, audiovisual equipment and materials, and laptop computers for check-out with a Phoenix card.

LIBRARY REGULATIONS

*The library seeks to maintain an atmosphere conducive to studying and reading. Talking in a subdued tone is permitted on the first floor. The second floor and third floors are reserved for quiet study. Students working in groups are urged to use one of the small study rooms.

* Cell phones may be used only on the first floor, the back stairwells, and the study rooms.

*Certain types of materials, including reference books, reserve materials, newspapers, periodicals, microforms and archival materials may be used only in the library.

*Circulating materials are loaned for various lengths of time, and each borrower is responsible for knowing the due date/time on all items and for returning them on or before they are due. Borrowers will receive an e-mail courtesy reminder three days before items are due and can renew needed items either online or in person.

*There are no daily library fines but borrowers with overdue materials will be blocked from further check-outs.

*Borrowers with overdue materials will receive two e-mail overdue notices, followed by a bill. At this point the material is considered lost, and borrowers will be charged $60.00 per item ($50 replacement cost, $5 processing fee, and $5 non-refundable billing fee). If the item is returned, the borrower will owe only the $5 billing fee.

*The library will accept an exact replacement, in new condition, of the lost item but in all cases the borrower is responsible for the billing fee.

*Materials lost belonging to other libraries will be charged at the rate of the lending library.

*All outstanding library debts must be cleared before the student may check out other materials, withdraw officially from school, receive a transcript, register for another semester, or graduate.

*The library adheres to and supports all copyright regulations.

LOSTAND FOUND
The lost and found service is maintained in the Office of Campus Safety and Police and the Moseley Center Front Desk. All items must be claimed by the end of the semester/term.

NON-UNIVERSITY RELIGIOUS GROUPS
Non-university religious groups that wish to come to the campus to present programs or otherwise encounter students must have the approval of the vice president for student life and dean for students. The vice president will not grant such approval without the endorsement of the university chaplain.

ORGANIZATIONS/RECOGNITION
All campus-recognized organizations are open to students regardless of race, color, disability, national or ethnic origin, and sex (exceptions being social fraternities and sororities, some sports clubs and a cappella groups). Some organizations may have academic requirements for admittance or charge fees for membership.

Students wishing to form student organizations must be approved by the University before they may reserve rooms or use field space; be listed on Elon documents as a group; advertise via flyers, posters, table tents, E-Net, WSOE or websites; participate in the Organization Fair; attend competitions, hold performances, etc.; use university vehicles; or request funding from the Student Government Association. Student groups may not use the Elon name on campus, online, or off campus as a group, conduct tryouts or otherwise commence activities as an organization until approved as an official student organization. Contact the Center for Leadership, or visit the website http://www.elon.edu/e-web/students/organizations/forming.xhtml on steps for forming a student organization.

Recognition will be suspended for groups who do not submit by October 1 to the Center for Leadership each year a membership roster, verification of an active faculty advisor and goals for the academic year. Organizations must also submit by April 1 of each year a

progress report on achieving those goals and an updated roster.

PARTIES AND EVENTS

All campus parties and events must adhere to regulations concerning alcohol and room capacity. All parties must be registered with the Director of Campus Center Operations at the Moseley Front Desk. A "party/event" registration form, available at the Moseley Front Desk and online, must be submitted to the appropriate director at least one week prior to the planned event. Forms which are not submitted at least one week in advance will not be considered for registration. The only exception to the one week approval process is for student activism events taking place on the West Lawn of Moseley. The West Lawn is readily accessible for spontaneous student activism and events will be approved within 24-hours.

The possession of kegs, common containers or multi-serving containers which hold or have held alcohol is strictly prohibited anywhere on campus, including in vehicles. The university abides by the law of the state of North Carolina which prohibits persons who are less than 21 years of age from possessing or consuming alcoholic beverages of all types. Individuals will be held responsible should they dispense such beverages to persons who have not yet reached age 21.

The public display or consumption of alcoholic beverages is prohibited by university policy and the laws of the state of North Carolina. No party -- formal or informal, planned or spontaneous -- involving the use of alcoholic beverages may be held in any area of the campus without prior approval from the appropriate director. Public is defined in terms of the following locations: all open spaces on the campus; all dining halls and snack bars; all hallways and stairways; all bathrooms and auxiliary rooms and every other space exclusive of individual residence hall rooms, residence halls and residence space under authority of the university. Students may consume alcoholic beverages provided they are 21 or older, in residence hall rooms only.

There may be no more than six persons in any given residence hall room or no more than 20 in Danieley Center Apartments or Flats. (Exception: in the North area organization/special interest suites, the limit is 20 in an eight person suite, including all rooms and lounges. The limit in public areas of Greek houses should be consistent with posted fire regulations.) This policy will be strictly enforced, and students who violate these regulations are subject to immediate campus judicial action.

POSTERS AND PUBLICITY

All signs or posters which are to be placed on the campus must be approved in the appropriate office, the Student Activity Office, or the Moseley Center front desk. Please bring the sign or poster to be approved before it has been duplicated.

The Director of Campus Center Operations manages the posting/publicity policy. The following offices are responsible for approving posters and flyers on campus in the approved manner and places consistent with all rules described in the handbook:

Moseley Center - university programs and miscellaneous items (e.g. banners, chalk, etc.) not covered by the following offices. Any off-campus business must advertise in the Pendulum.

Campus Recreation - athletic teams, campus recreation clubs

Kernodle Center for Service Learning - service organizations

Cultural Programs - all programs and activities associated with the Department of Performing Arts

Leadership - media, leadership programs, and recognized student organizations

Provost - academic departments, honor societies, departmental organizations

Religious Life - religious organizations

Residence Life - residence halls and programs

Greek Life - Greek Organizations

* Posters and signs may be posted by faculty, staff, students or student organizations in approved areas only and with approval of the appropriate office. Failure to receive authorization will result in the removal of the signs or posters, restitution for any damage and may result in loss of posting privileges.

* Once a flier/sign has been authorized, it can remain posted for a maximum of 30 days or until the "down" date. Foam board posters on easels may remain in Moseley for a maximum of seven days. Individuals or groups who receive authorization are responsible for removing their posters/signs within 24 hours after the posting date has expired.

* No reference to alcoholic beverages or bars may appear on any poster or sign. This includes, but is not limited to, BYOB or YOUR FAVORITE BEVERAGE.

* All signs/posters must be in good taste, consistent with university policies, and shall not contain sexist, racist, profane or derogatory remarks, or nudity. The university retains the right to deny posting of any materials on campus.

* All posters must have the name of the sponsoring organization/individual on the poster.

* Approved locations for posting: Signs and posters may be placed on the bulletin boards throughout the campus as well as on outdoor kiosks. Signs and posters are not to be placed on walls, doors, windows, restrooms stalls, or mirrors, the balconies or railings of Moseley, refreshment machines, wood or plaster columns, or any other parts of buildings, including the colonnades. Individuals or groups who post signs or posters in unauthorized locations will be required to remove the posters and may lose their posting privileges. Repeated violations may result in judicial action.

* Groups wishing to place posters in Moseley Center must consult with the Director of Campus Center Operations.

* Banners: Recognized student organizations and appropriate university offices that wish to publicize an event by using a banner must obtain permission from the director of campus center operations at least two weeks before the banner is to be hung. All banners must be professionally made and meet appropriate university standards for height, width and color (detailed information is available at the information desk at Moseley Center). The group must submit all information for approval prior to the making of the banner.

* **Table tents**: Recognized student organizations that wish to place table tents on the tables of the dining halls, the Octagon Cafe, Danieley Center Commons Food Court, Freshens and/or the Acorn Coffee Shop should first have the tents approved by the director of the leadership office. Once approved, permission for placing the table tents can be obtained by contacting the director of campus dining services, ext. 5333.

* **Using chalk on sidewalks**: Recognized student organizations that wish to publicize an event by using chalk on sidewalks must obtain permission from the director of campus center operations at least three working days in advance of the advertising date. The group must submit all sayings for approval. The organization must agree to use only chalk and must clean all areas within 24 hours after the event. Chalking on brick walkways is prohibited.

* **Posting in residence halls**: Only signs and posters approved by the appropriate office will be considered for distribution/posting in the residence halls. Students or recognized student organizations that wish to have signs/posters placed on residence hall bulletin boards must bring 80 copies of the approved sign/poster to the Office of Residence Life. The residence life staff will place the information on the bulletin boards. Distribution to

student rooms is not permitted.

* **The only exception** to the posting policy is the spring student government elections. During the 10 days prior to the election, signs and/or posters will also be permitted on the brick colonnades area on each side of Alamance Building. Signs or banners may not be suspended from the buildings. All posters and signs must be removed from the campus within 24 hours after the election.

* Posting associated with off-campus organizations: All signs/posters associated with off-campus organizations, programs, or individuals must adhere to the university policies and procedures. These signs are subject to prior approval from the vice president for business and finance. These signs may be posted no longer than 30 days on the off-campus bulletin board in Moseley Center and Alamance Building.

The Moseley Center now offers new Digital Posters instead of traditional posters that students, faculty, and staff can use to promote campus organization and events. On this page you will find all the information policies and procedures in regards to the digital advertisement.

Digital Poster Procedures:

Using Power Point:

Create a new document with page dimensions of 11.25" wide by 20" tall.* (call x5018 for help). **Click Here for PowerPoint Template**

1. Design the electronic poster and insert your desired content.
2. Save the file in the program format or as a .jpg (files saved as .jpg can not be edited). Please use the following naming scheme for the file name: *group or organization name_poster or event title_date to remove.* (For example: sub_fall concert_10-6)
3. Submit electronically to moseleyads@elon.edu as an attachment with posting instructions (start date, end date, etc) included in the body of the E-mail.
4. You will receive a confirmation E-mail when digital poster has been uploaded to the Moseley digital displays.

If the poster is not designed to required dimensions, it cannot be posted. Please direct all questions to Drema Holder or the Moseley Center Front Desk at ext. 7215.

All signs or posters which are to be placed on the campus must be approved by the Moseley Center Front Desk. Please bring the sign or poster to be approved before it has been duplicated.

The Director of Campus Center Operations manages the posting/publicity policy. The following offices are responsible for approving posters and flyers on campus in the approved manner and places consistent with all rules described in the handbook:
Moseley Center - university programs and miscellaneous items (e.g. banners, chalk, etc.) not covered by the following offices. Any off-campus business must advertise in the Pendulum.
Campus Recreation - athletic teams, campus recreation clubs
Kernodle Center for Service Learning - service organizations
Cultural Programs - all programs and activities associated with the Department of Performing Arts
Leadership - media, leadership programs, and recognized student organizations
Provost - academic departments, honor societies, departmental organizations
Religious Life - religious organizations
Residence Life - residence halls and programs
Greek Life - Greek Organizations
* **Posters and signs** may be posted by faculty, staff, students or student organizations in approved areas only and with approval of the appropriate office. Failure to receive authorization will result in the removal of the signs or posters, restitution for any damage

and may result in loss of posting privileges.
* **Once a flier/sign** has been authorized, it can remain posted for a maximum of 30 days or until the "down" date. Individuals or groups who receive authorization are responsible for removing their posters/signs within 24 hours after the posting date has expired.
* **No reference to alcoholic beverages** or bars may appear on any poster or sign. This includes, but is not limited to, BYOB or YOUR FAVORITE BEVERAGE. The Lighthouse may be advertised: the event must take precedent over the menu.
* **All signs/posters** must be in good taste, consistent with university policies, and shall not contain sexist, racist, profane or derogatory remarks, or nudity. The university retains the right to deny posting of any materials on campus.
* **All posters** must have the name of the sponsoring organization/individual on the poster.
* **Approved locations** for posting: Signs and posters may be placed on the bulletin boards throughout the campus as well as on outdoor kiosks. Signs and posters are not to be placed on walls, doors, windows, restrooms stalls, or mirrors, the balconies or railings of Moseley, refreshment machines, wood or plaster columns, or any other parts of buildings, including the colonnades. Individuals or groups who post signs or posters in unauthorized locations will be required to remove the posters and may lose their posting privileges. Repeated violations may result in judicial action.
* **Groups wishing** to place flyers in Moseley Center must consult with the Director of Campus Center Operations.
* **Banners**: University offices that wish to publicize an event by using a banner must obtain permission from the Director of Campus Center Operations at least two weeks before the banner is to be hung. All banners must be professionally made and meet appropriate university standards for height, width and color (for information contact the Director of Campus Center Operations). The group must submit all information for approval prior to the making of the banner. Major institutional events, such as Family Weekend, Homecoming and Commencement take precedent over individual departments.
* **Table tents**: Recognized student organizations that wish to place table tents on the tables of the dining halls, the Octagon Cafe, Danieley Center Commons Food Court, Freshens and/or the Acorn Coffee Shop should first have the tents approved by the Director of the Leadership Office. Once approved, permission for placing the table tents can be obtained by contacting the director of campus dining services, ext. 5333.
* **Using chalk on sidewalks**: Recognized student organizations that wish to publicize an event by using chalk on sidewalks must obtain permission from the Director of Campus Center Operations at least three working days in advance of the advertising date. The group must submit all sayings for approval. The organization must agree to use only chalk and must clean all areas within 24 hours after the event. Chalking on brick walkways is prohibited.
* **Contact Residence Life** in the Moseley Center, room 213 or ext. 7300 for posting in the Residence Halls.
* **The only exception** to the posting policy is the spring student government elections. During the 10 days prior to the election, signs and/or posters will also be permitted on the brick colonnades area on each side of Alamance Building. Signs or banners may not be suspended from the buildings. All posters and signs must be removed from the campus within 24 hours after the election.

The Moseley Center now offers Digital Posters instead of traditional posters that students, faculty, and staff can use to promote campus organization and events. On this page you will find all the information policies and procedures in regards to the digital advertisement.

Fundraising & Displays in Moseley Center:

In an effort to address the need to advertise and promote events in the Moseley Center, the following options are currently available:

1. Information Board (across from the mailroom) – This board is organized in sections and
allows areas with a common theme to post approved information in an orderly

fashion. In order to place information on this board, please submit approved information at the Information Desk to be posted by the Moseley Center staff.

2. Table Reservations – Three locations in the Moseley Center have been designated areas for groups to solicit information and participate in fundraising. Reservations may be made at the Information Desk. An approved "Request for Fundraising/Solicitation Permit" must be submitted at the time of the request. Forms are available in the Student Life Office,Moseley Center 209. Please refer to the Student Handbook for more information.

PROFESSIONAL BOUNDARIES BETWEEN FACULTY/STAFF AND STUDENTS

All faculty, including any university employees with teaching responsibilities or any who hold a position of authority with students, as described below, are expected to maintain appropriate professional boundaries in their relationships with students. In keeping with the Elon University mission, faculty relationships with students must maintain a central focus on student learning and development. Inappropriate relationships that potentially jeopardize the centrality of this focus are contrary to the mission of the university and counterproductive to the educational process.

Intimate relationships between faculty and students, even of a consensual nature, are inherently problematic due to the unequal status of faculty and students. Therefore, any employee with teaching responsibilities or any other position of authority in relation to students may not engage in such inappropriate relationships with students. Pre-existing relationships are exempt from this policy. An inappropriate relationship is defined as any romantic or physically intimate liaison. Positions of authority include, but may not be limited to, teaching, evaluating, supervising, coaching, or advising a student or student group.

Students who feel faculty or staff have exceeded professional boundaries with them or other students should report the incident to the Office of the Vice President and Dean of Students. This is a serious issue and has strong ramifications for both the students and the faculty/staff involved. Students will not be penalized or discriminated against in any way for reporting incidents, but any student who knowingly files a false or malicious complaint may be charged with lying under the honor code. When a complaint is received, the vice president or his designee will explain the grievance procedure and work with the student for an expeditious resolution in as confidential manner as possible.

Informal Procedure: The vice president for student life will notify the department head or supervisor of the accused faculty or staff person and investigate the complaint. In consultation with the vice president for student life, the supervisor/chair will meet with the accused faculty or staff person and student as needed to resolve the complaint. If the complaint is found to have merit, the resolution of the case will be forwarded to the Office of Human Resources. An informal review and resolution of the matter should always take place before the student resorts to the formal grievance procedure. In some cases, input from select persons in the university may be helpful; the supervisor/chair may wish to contact such a person.

Formal Procedure: If the complaint cannot be resolved informally, then the student may use the formal procedure, which is the same as the formal grievance procedure for the sexual harassment policy as outlined in the Faculty Handbook and the university Employee Manual. The handbook and manual are available in the Human Resources Office, the Office of the Vice President for Student Life and Dean of Students, the Office of Student Development and the Office of the Provost/Vice President for Academic Affairs.

Approved by the Student Life Committee on April 25, 2002.

PSYCHOLOGICAL EMERGENCIES
A student who experiences a psychological emergency, including attempts to harm himself/herself, may be required to leave campus and will be required to have a psychological evaluation. If the psychological emergency involves a community disturbance, disrupts the orderly functioning of the university, or requires more supervision than the university can reasonably provide, or jeopardizes in any way the safety of the student or others, the student may be required to remain off campus. The student may be required, at his/her own expense, to be evaluated by an off campus, licensed health care provider.

The director of counseling services (or designee) will prepare an evaluation of the student's capacity for remaining enrolled at the university. The director of counseling services will make a recommendation to the vice president of student life and dean of students regarding the student's ability to return to the university. The student's parent(s) or guardian may also be notified.

If the student is allowed to remain enrolled, he/she will be required to sign an Agreement to Return to Campus, which documents conditions for remaining enrolled. This agreement may include outpatient treatment, and the student, the vice president of student life and the director of counseling services will evaluate it each semester, winter term or summer term. At any of these times, the agreement may be terminated.

Parents or guardians may be required to assist the student. In the event of an extreme emergency such as a suicide attempt, or any extreme situation where the student's judgment is significantly impaired, until parents or guardians can be contacted the on-call counseling staff will assist with initial treatment recommendations. The student or his/her family will be responsible for all off-campus costs including transportation to the hospital, the initial evaluation and any hospitalization costs or outpatient treatment.

RECRUITMENT/INTAKE (FRATERNITY AND SORORITY)
Membership intake or recruitment (formerly known as "rush") is the mutual selection process by which fraternities and sororities recruit new members and introduce them to the benefits and responsibilities of fraternity and sorority life.

Elon University policy requires that a student interested in joining a fraternity or sorority establish a minimum cumulative grade point average at Elon before he/she can complete the recruitment process, and have completed 12 hours of study at Elon. Currently, the minimum GPA requirements are: Panhellenic Council organizations (sororities) - 2.75, Interfraternity Council organizations (fraternities) - 2.5, and National Pan-Hellenic Council organizations (historically African-American fraternities and sororities) 2.5. The minimum GPA requisite is subject to change; please call the Office of Greek Life for detailed information.

Formal recruitment takes place each spring, but open recruitment events and information meetings are held throughout the school year. For more information contact the director of Greek life at ext. 7326, or visit the Greek life Web site at http://www.elon.edu/greek

RECYCLING:

Recycling is very important here at Elon! **Thanks** to a concerted campus effort, the university community recovered more than **560 tons** of paper and cardboard and more than **150 tons** of other recyclable's such as glass, plastics and aluminum from 2005 through 2009. This is over **25 more tons recycled** than the prior year, a success due to increased campus awareness and the collaborative efforts from students, faculty and staff who have participated in Elon's recycling program. The more we recycle, the less we send as waste to the landfill, which **helps reduce costs** to the campus and provides materials to be reduced and reused in many other capacities. Carpeting, copy paper, drywall, cardboard, and insulation are just a few of many things that can be made from recycled materials.

Student ***must*** **continue** to do their part. Each resident's room is supplied with a recycling bag to help transport recyclables to designated recycling areas found within or in close proximity to their living area. Throughout the campus recycling containers are located within buildings, classrooms, residence halls and at athletic events. Recycling containers are identified by shape, size and color and in some cases colored lids and bags. Blue typically identifies recycling and is fairly universal. Green top lids are now in use to capture plastic, aluminum and glass around campus. Labeling also helps identify what each container is for.

Glass, plastic and aluminum are co-mingled and can be thrown into the same identified container. There is no need to separate the different colored glass, plastic containers or aluminum-this is all done at the recycling facility where the materials are taken. **Permissible paper items for recycling include** junk mail, cereal boxes (& similar packaging), course packs, white copy paper, colored copy paper, printer ready paper, letterhead, lined notebook paper, computer printout, green bar computer paper, envelopes (cellophane windows okay) post-it notes, carbonless (NCR) forms, manila folders, fax paper (if still used), blueprints, cardstock (any color), and phone books as well as student directories.

Your **efforts** to recycle at Elon will **help** the university **conserve natural resources, save energy** and **reduce costs**. We appreciate all your efforts to recycle and will look to continue improving resources to better capture all Elon University's recycling needs. Should you have any questions or need any further information regarding recycling at Elon, please feel free to contact the Physical Plant at ext. 5500 or visit their environmental website at :

www.elon.edu/physicalplant/env-aware/index.htm

SUSTAINABILITY

Elon University is committed to sustainability and to serving as a positive examaple through sustainable operations and education. Teh University is pursuing its mission to become more sustainable by focusing on three areas reducing greenhouse gas emissions, conserving resources and educating the community.

Students are encouraged to get involved in Elon's sustainability efforts. Visit the Sustainability Web site to learn about Elon's efforts and how to get involved: www.elon.edu/sustainability.

RESIDENTIAL COMMUNITY POLICIES

Because the residence halls comprise a unique community living environment, policies that provide for the health, safety and security needs of all residents are a necessity. These policies foster a cooperative living environment and prohibit certain behaviors which adversely affect the residence hall community. Greek houses are subject to all residential community policies. Please refer to the Elon University Housing Agreement/Apartment Leasing agreement for more information.

Damage Charges

Students are responsible for loss or damage to furnishings or equipment in the residence hall room to which they are assigned. Prior to the first semester that a student lives in campus housing, a $100 security deposit will be charged on the student's bill. The student is responsible for all damage to a room and its furnishings. The cost of repairs and replacements will be charged to all residents of the room. Residents are expected to take every precaution to assure that communal property is not abused. IN HALLS OR SECTIONS WHERE THE UNIVERSITY HAS DETERMINED THAT THERE IS UNDUE ABUSE OF UNIVERSITY PROPERTY AND THE RESPONSIBLE INDIVIDUAL(S) CANNOT BE IDENTIFIED, ALL RESIDENTS WILL BE HELD RESPONSIBLE FOR PAYING A PRORATED SHARE OF THE COST OF REPAIRING SUCH DAMAGES. The security deposit will remain in university accounts throughout a student's stay in campus housing. Upon permanently leaving campus housing, the security

deposit, or balance thereof, will be refunded according to the conditions outlined in the Residence Life Housing Agreement less any indebtedness to the university.

Fire Safety
Fire safety is everyone's responsibility. Remember to use only heavy duty, UL approved extension cords with surge protection. Also, live Christmas trees, Christmas tree lights, candles, halogen lamps, nonelectric fuel lamps and lanterns, simmer pots and incense may not be used or kept in campus housing.

Keys and Security
Keys are the property of the university and must be returned when the student moves from a room or apartment. Room, suite or apartment keys may not be duplicated or lent to anyone else. Possession of another student's room or suite key is prohibited. Failure to return room keys at the end of the agreement period will result in charges to the resident for replacement keys and changing locks. Residents may not install their own locking devices on room doors. Those violating this policy or possessing keys other than the one(s) assigned are subject to judicial action.

The university has adopted policies which are designed for the safety and security of those living in campus housing. Students are required to carry their university I.D. card at all times and to present it to university officials upon request. Residents who enter or leave by locked security doors are responsible for leaving the door in a locked position. When the university is in session, students may enter and leave their campus housing at will. Those buildings which have common hallways are equipped with card access. FOR YOUR SAFETY, DO NOT GIVE THIS CARD TO ANYONE NOT LIVING IN YOUR RESIDENCE HALL. Violation of this policy will result in judicial action.

Students must adhere to published residence hall opening/closing schedules, unless permission is granted by the assistant director of residence life.

Liability
The university shall assume no responsibility, and the student or other party to the housing agreement shall indemnify and hold harmless Elon University and its agents and employees, for any and all claims arising from personal injury or for the loss, damage or theft of personal property belonging to or in the custody of the student(s) for any cause whatsoever, whether such losses occur in student rooms, public areas or elsewhere in or around the residence halls, theme houses or Greek houses. The student is encouraged to carry insurance for protection against such losses.

Pets
Pets are not permitted in student rooms or apartments except fish in tanks not larger than a 10 gallon capacity and trained assistance animals for the visually/hearing impaired. Violation will result in a $25 fine and immediate removal of the pet at the resident's expense.

Property
Students are expected to exercise care and respect for university property. Theft, vandalism and unauthorized entry into a restricted, locked or closed residence hall space not specifically assigned to the student is prohibited. Students are also subject to local, state and federal laws.

Quiet and Courtesy Hours
Quiet hours are designed to promote an environment conducive to study and are in effect from 7 p.m. - 10 a.m. to respect the rights of others. Courtesy hours are in effect 24 hours a day, seven days a week.

Right of Entry
The university reserves the right to enter student rooms as presented in the university's search and seizure policy and for the following reasons: emergency, repair, maintenance, health and safety inspections, or as necessary to maintain campus order and regulations.

Rights of Others
In order to maintain the academic atmosphere of the residence halls, students are expected to conduct themselves in a considerate manner with regard to the rights, safety and needs of others. Accordingly, students are obligated to live in a cooperative manner with roommates and other residents. Harassment or the use of grossly abusive language with insults, taunts or challenges directed at another person is prohibited. Students are expected to recognize and respect the authority of university staff and to comply with requests they make in the performance of their duties.

Visitation
The university visitation policy applies to all students and guests whether the students live on campus or not. Students may have visitors no more than three days per week and not more than four nights within a 30 day period and with roommate's approval. Hours of visitation are:

Sunday - Thursday
10 a.m. until 12:30 a.m.

Friday - Saturday
10 a.m. - 2:00 a.m.

Freshmen living in Danieley Center follow the policy stated above. Danieley Center Apartments and The Oaks maintain 24-hour visitation seven days a week. Public lounges of residence halls are open 24 hours a day when school is in session. Common areas are open during visitation hours only. Common areas include, but are not limited to, lounges and first floors of fraternity and sorority houses. Students may visit or have someone of the opposite gender visit them in a residence hall room only during the visitation hours listed above.

EQUAL OPPORTUNITY STATEMENT

Elon University does not discriminate on the basis of age, race, color, creed, sex, national or ethnic origin, disability, sexual orientation or veteran status in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs.

As a colegiate community, Elon University will not support or condone behaviors that violate the integrity of any individual or group. While the university respects the right of its community to exercise free speech, behaviros will not be tolerated that may be considered harrassment, destruction of property or acts of violence. Incidents of harassment or discrimination should be reported to the Office of Judicial Affairs in Moseley 211.

RESPECTING DIVERSITY
As a holistic learning community, Elon University values diverse backgrounds and ideas from the United States and abroad as we seek to foster a pluralistic community based on shared experiences, the exchange of diverse perspectives, and learning about those different from ourselves. Respecting diversity at Elon means including and appreciating all individuals and groups to improve the learning experience for the betterment of the campus community.

Elon University will not support or condone behaviors that violate the integrity of any individual or group on the basis of age, race, color, creed, sex, national or ethnic origin, disability, sexual orientation, veteran's status or any other legally protected characteristic. While the university respects the right of its community to exercise free speech, behaviors will not be tolerated that may be considered harassment, destruction of property or acts of violence. Harassment on the basis of any protected characteristic in any form—verbal, physical, or visual is strictly prohibited. Examples of prohibited conduct include but are

not limited to:

- offensive language, remarks, pictures, calendars, etc.
- inappropriate jokes
- verbal abuse
- unwanted physical contact

This policy applies to all students, employees, interns, contractors, vendors, and others in the university environment, and applies to students' behavior on and off campus. The university also prohibits retaliation against anyone because that person makes a good faith complaint, assists in an investigation, or otherwise exercises any rights protected by law or under this policy. Incidents of harassment or discrimination should be reported to the Office of Judicial Affairs in Moseley 211.

As a collegiate community, Elon University will not support or condone behaviors that violate the integrity of any individual or group. While the university respects the right of its community to exercise free speech, behaviors will not be tolerated that may be considered harassment, destruction of property or acts of violence. Incidents of harassment or discrimination should be reported to the Office of Judicial Affairs in Moseley 211.

The Elon University Board of Trustees has also issued the following statement of inclusion: In the spirit of the Elon University mission statement, Elon University regards discrimination against gay and lesbian members of the community as inconsistent with its goal of providing an atmosphere of mutual respect in which students, faculty and staff may learn, work and live.

SEARCH AND SEIZURE

Entry by university staff into assigned rooms in residence halls, student cars and other university-owned or leased housing is divided into two categories: A) Searches and B) Emergency Situations.

Searches

When there is strong reason to believe that a violation of campus regulations and/or city, state or federal law has occurred, a search will be conducted by university officials when approval is given by the vice president for Student Life or his immediate staff. If the vice president authorizes a room search, it will be conducted in the following manner:

- The vice president for Student Life (or his designee) will authorize campus security staff to conduct the search in the presence of a student life staff person.
- Those conducting the search will knock upon the door of the room in question. If they are not admitted, they will enter the room using a pass key, if necessary.
- If the room is occupied, those entering it will announce that they are going to conduct a search.
- If contraband, stolen items or any items found in violation of university policy are discovered, they will be confiscated and a written receipt will be given to the room's occupant(s) indicating what has been taken and the names of those who have taken it. If there is no one in the room, the same written receipt will be left in a prominent place. Those conducting the search will keep a copy of the receipt.

Legal search warrants do not require the approval of the university and will be honored. To the extent allowed by the civil officers, every effort will be made to have a representative of the Division of Student Life observe a search conducted as a result of a search warrant.

Emergency Situations

An emergency situation exists when the delay necessary to obtain authorization constitutes a danger to persons, property or the building itself, or other circumstances to maintain campus order. Rooms may be entered if any of the above mentioned conditions exist.

NOTE: During investigations of possible violations of university policy, students may be asked to open refrigerators, closet doors or locked storage, such as drawers or lockboxes. Residents have the option of refusal; if the student refuses, the vice president for student life may be contacted to obtain permission to search.

SEXUAL HARASSMENT
For general policy purposes, sexual harassment may be described as unwelcome sexual advances, requests for sexual favors and other physical and expressive behavior of a sexual nature where:

* Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;

* Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or

* Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment or educational environment. Sexual harassment also includes slurs, threats, derogatory or suggestive comments, unwelcome jokes, exposure to sexually-oriented literature or pictures, teasing or sexual advances and other similar verbal or physical conduct, including e-mail or other online communications.

REPORTING INCIDENTS OF SEXUAL HARASSMENT
Students who believe they have been the object of sexual harassment by a university employee or faculty person should report the incident(s) to the Office of the Vice President and Dean of Students. He or his designee will explain the grievance procedure and work with the student for an expeditious resolution in as confidential a manner as possible. Students who have been harassed by a fellow student should report the incident to the Office of Judicial Affairs, Moseley 211.

The complete procedures to be followed are presented in the Faculty Handbook when the accused is faculty and in the Staff Handbook when the accused is a staff member. Both handbooks are available in the Office of the Vice President and Dean of Students. When the accused is a student, the complaint will be addressed using the student judicial process presented in the Student Handbook, which may found on this Web site.

SEXUAL OFFENSES
Elon University will not tolerate acts of sexual abuse, assault, discrimination or harassment. Rape, acquaintance rape and other forms of sexual harassment are violations of an individual's rights. It is everyone's responsibility in the university community to become sensitive to and educated about the legal, social and university codes regarding behavior in these areas. For detailed information on Sexual Assault, Rape and University Services, see http://www.elon.edu/e-web/students/saa.

Students who believe they have been the victims of sexual abuse or assault have the right to report the incident to the offices of counseling services, student development, judicial affairs, campus safety and police, and/or the Elon Police Department (Town of Elon Municipal Building). Students may wish to call Crossroads (Sexual Assault Response and Resource Center), and a trained volunteer will quickly respond to the victim.

In all cases of sexual assault reported to the university, the victim will retain control over his or her identity being released to other parties. If the victim is under the age of 18, the parent or guardian will be notified of the alleged assault.

Victims who report assaults on campus have these options: choose to have the case prosecuted in criminal court and/or considered for adjudication through the campus judicial system. They can choose to participate in either or both processes.

The university will hold all reported acts of sexual abuse and violence in the highest confidence. The names of victims will not be released to any other party without the written consent of the victim. The names of accused students will not be released as directed by the Family Educational Rights and Privacy Act of 1974. Victims who choose to process claims of sexual assault through the campus judicial system will be informed of the results of judicial hearings as permitted by the Student Right-to-Know and Campus Security Act of 1990. See the Judicial Process section for more information regarding the

campus judicial process and reported acts of violence.

Students who wish to participate in rape prevention activities should contact the Office of Student Development, Moseley 206, ext. 7200.

SKATEBOARDS/ROLLERBLADES/INLINES
Rollerblading and skateboarding are not allowed inside of any building. Grinding and rail-sliding are not permitted. The Town of Elon prohibits skateboarding and rollerblading on town streets and sidewalks.

Rollerbladers and skateboarders must yield the right of way and not disrupt pedestrians or vehicular traffic. Protective gear -- helmet, wrist guards, elbow and knee pads -- is highly recommended. The university reserves the right to immediately confiscate the skateboard or rollerblades of any person found violating this policy. All rollerblading and skateboarding is at the student's risk, and the university assumes no liability for injury. A violation may also be treated as a judicial offense.

SMOKING
Elon University is a smoke free campus with respect to all facilities, except outdoor facilities. Smoking is not permitted within 30 feet of designated entrances or in Rhodes Stadium.

Students are not allowed to smoke in any campus residence halls or apartments owned or operated by the University. Students will be allowed to smoke in breezeways and on balconies and stoops, but not directly in front of other students' doors or windows .

SOLICITATION , MERCHANDISING, FUND-RAISING

Students should be free from unnecessary distractions and be able to live and study in an environment which is predictable and orderly. Unauthorized soliciting, merchandising or canvassing on campus is prohibited. If recognized student organizations wish to sell articles or conduct fundraisers for their philanthropies or canvass for political or other reasons, they may do so after obtaining approval one week in advance and in writing from the Office of Student Activities. No publicity concerning the sale may be posted prior to receiving the written approval of the director of Greek life (Greek organizations) or director of Student Activities (all other organizations and campus programs). These activities are encouraged but, for the orderly functioning of the university, must be coordinated. When approved, it is often stipulated that such activities be conducted in a manner such that students are not approached but, instead, students may choose to approach the solicitor, vendor or canvasser. No door-to-door solicitation or canvassing is allowed on the Elon University campus except as specified in the Student Government Association Election Guidelines. Students should ask solicitors, vendors or canvassers for proof of authorization.

Individuals or private organizations/businesses that wish to sell on campus must be approved through the Office of Business, Finance and Technology. Unauthorized activity of this type should be reported to the Office of Campus Safety and Police.

The use of Elon University Internet or E-mail Resources for private business or commercial activities, fund-raising, merchandising, solicitation or advertising on behalf of non-university organizations, or the reselling of Elon University Internet Resources to non-university individuals or organizations, and the unauthorized use of the university's name are prohibited. The assistant vice president for University Relations and the University's Web Policy Advisory Committee may specify rules and specific forums to allow limited use of university Internet resources by organizations for commercial exchange.

STRUCTURES
No unauthorized structures may be constructed on university property

STUDENT ADMISSION TO ATHLETIC EVENTS

Students can attend all of Elon's home athletic events for free, based on ticket availability. Tickets and a valid Phoenix Card are required for admittance for football, men's basketball, baseball and select other events. Tickets are online by going to student ticketing website, click here. All home football games are played at Rhodes Stadium. Sections 104 - 107 of the seating area are reserved for students. All student sections are abailable on a first-come, first-serve basis. For Women's basketball and baseball, admission is gained by bringing your Phoenix Card to the entrance of the venue. All other sports are free admissionto everyone and include the following facilities: softball-East Field, soccer- Rudd Field, tennis-Jimmy Powell Tennis Center, and volleyball- Alumni Gym.

While Elon spirit is encouraged at athletic events, proper etiquette and decorum are also expected. Students are reminded that fans of all ages attend Elon athletic events. Students are asked to refrain from cursing, harassing team members, visitors or officials, and making obscene gestures. Fans who are unable to display proper behavior will be removed and may be referred for judicial action.

STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment) states: (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy of students be made available to students. A complete statement of university policy is available in the Registrar's Office. Any student may review his/her official records as provided by the Family Educational Rights and Privacy Act of 1974. The records and places of availability are as follows:

- Admissions & Academic Records
  Registrar's Office, 104 Alamance
- Disciplinary Records
  Judicial Affairs, 211 Moseley
- Placement Records
  Career Center, 101 Duke
- Financial Aid Records
  Admissions, 116 Powell
  Financial Planning, 306 North O'Kelly

TRAVEL POLICIES FOR ELON UNIVERSITY ORGANIZATIONS

Elon travel policy considerations:

Travel is considered Elon travel if any one of the following conditions are met:

- The University or Elon organization pays for any part of the event, through an institution or organization account or collection of funds from individual members.
- There is transportation, reimbursement for expenses, food, registration fees, etc.
- The organization and university names are advertised or used in any way
- You are representing the university or organization at conferences, using promotional flyers/handouts advertising the event, announcements at meetings, email/listserv/Facebook distributions, website calendar of events, registration materials, etc
- Attendance of the members (regardless of how many there are) present at the event is based on their affiliation rather than individual initiative (i.e., is it more likely that they attended because of their affiliation?).
- Travel that is an expectation placed upon a student as a component of the students experience at Elon, or a travel experience sponsored by the University;

Travel experiences at Elon should provide:

- Travel that is supported with informed providers and participants, participant

consent, and sponsor follow up;
- Travel that is supported with a mentoring component.

Individual travel:

- Each student required to travel in the performance of official duties shall have prior authorization from his/her faculty, department head or other designated official for the purpose of the travel. Each department is responsible for maintaining the approval record of students authorized to travel.
- Academic and Student Life Deans may approve alternative travel arrangements for certain events involving individual students, regularly scheduled repetitive travel, or unusual circumstances.

Group Travel:

- A group is defined as an organization sponsored by the university or an event promoted by the organization,
- All attempts should be made to travel as a unit. Exceptions are at the discretion of the sponsoring university employee and must follow student travel protocol of informed, consent, and follow up.

See below for Travel Policies for Elon University.

TRAVEL POLICIES FOR ELON UNIVERSITY

Elon University values faculty/staff mentored student travel as a developmental and educational experience. For this reason, resources and guidelines are provided for travel by Students. Organization Advisors and Course Faculty are responsible for sharing the travel policy with their members before the start of each year and prior to travel. In order to make the most of the mentoring process, it is vital that all parties be informed of these guidelines, as well as the specifics of the proposed travel, and that proper follow-up occur following travel.

1. For travel within Alamance County, the faculty/staff Advisor should be aware of the group's general travel plans and participants.
2. For travel outside of a 60 mile radius of Elon, NC, the University requires that a faculty/staff Advisor accompany the organization or class. In cases where the official Advisor/Faculty member is unable to travel with the organization/class, a substitute full time faculty/staff member or otherwise approved Advisor must travel with the group. For the purpose of determining the 60 mile radius, the student organization/class must submit, along with the vehicle reservation form, a printout from MapQuest/ Yahoo/ Google indicating the one way mileage to the exact destination with a starting point of 101 W. Haggard, Elon, NC.
3. For travel outside of Alamance County, but within the 60 mile radius of Elon, it is preferred that an Advisor accompany the group. For travel within the 60 mile radius where no Advisor is traveling:

a. Groups may leave no earlier than 6:00 am and return no later than midnight of the same day.
b. The organization and Advisor should identify an "Approved Elon Trip Leader" (AETL) who will coordinate required paperwork, meet with the advisor prior to the trip for planning and to read through this document together, serve as primary contact while traveling, and communicate regularly with the advisor should any problems arise while travelling (accident, injury, illness, travel disruption, natural disaster, local emergency, etc.). The AETL should also be instructed to call Campus Safety and Security to have the University's Administrator on Call (AOC) paged in the event of any illness or injury requiring medical treatment or causing a travel disruption).
c. The AETL should be an approved driver of University owned vehicles (regardless of mode of transportation).
d. The AETL should leave with the Advisor a copy of travel itinerary with destination

contact information, list of all participants & their personal contact information, and if needed, the Driver Responsibility Form. [see sample at end of document]

e. The AETL should communicate with the advisor upon departure from Elon, arrival at destination, departure from destination, and arrival back at Elon.

4. Drivers of University owned vehicles must be registered and approved by the University before departure. If students will be driving personal vehicles, each driver should sign a Driver Responsibility Form and leave it with the Advisor. The Advisor should retain this form on file for the period of three years.
5. In case of an accident or injury, first contact local police to seek medical attention and obtain a police report, then the organization must contact Campus Safety and Police immediately (336.278.5555) and file appropriate forms with the Business, Finance and Technology office in Alamance 113 or call (336) 278-5428. A copy of the Accident and Injury Report form can be obtained through a link on the Business, Finance and Technology web page. http://www.elon.edu/business/accident.htm
6. During any organization/class activities, practices, conferences, retreats, etc., no alcohol/drugs are to be present. This includes transporting alcohol in a University vehicle or on a University trip.
   If alcohol/drugs are found, have been used, or proved to be present at any of these activities, the organization will have all travel privileges suspended by the University. This means that all organizations found in violation will be denied access to University vehicles, travel policies, or reimbursement for such expenses (hotels, off campus tournaments, registration fees, etc.).
7. While traveling, students are bound by University policies as stated in the Student Handbook, including the Honor Code as well as local and state traffic laws and regulations. Failure to abide by these policies may result in University review and judicial sanctions.
8. While the above guidelines serve as the general policy, Academic and Student Life Deans may approve alternative travel arrangements for certain events involving individual students, regularly scheduled repetitive travel, or unusual circumstances.

VANS AND USE OF PERSONAL VEHICLES

The university maintains vans for use by recognized student groups, faculty and staff for official university business. Only those persons on the university's approved drivers list and who maintain a good driving record may operate a university van.

In order for students to be eligible to operate university vans, a Van Drivers Training Course must be completed. The course consists of an application, classroom instruction and road test. To qualify for the course, students must be at least 19 years of age, have had three years of driving experience and maintain a safe driving record. Faculty and staff are not required to complete the course if they are driving 7-passenger vans only. However, if they are operating vans that occupy more than seven passengers then they must also complete the Van Drivers Training Course. Once the Van Drivers Training Course is completed a Drivers Application form must be submitted to the assistant vice president of Business, Finance and Technology in Alamance 113 or Campus Box 2285 with a copy of the applicant's driver's license. Once the form is approved then the driver is added to the university's drivers list. Driver's application forms are available in the Business, Finance and Technology office in Alamance 113. **Please note that only drivers who meet the underwriting standards of the university's insurance company will be approved to drive university vehicles.**

Student groups who use vans must have a faculty/staff advisor with them if the van is taken outside a 60 mile radius of Elon University. Faculty, staff and students are insured by the university's policy while operating university owned or university rented vehicles. Students and employees' personal automobile coverage is primary when using their own vehicles on university business including attending events required for academic credit. Students driving personal vehicles must sign a Driver Responsibility Form and leave it with the trip advisor. The Driver Responsibility Form can be found in the Student

Handbook online. http://www.elon.edu/e-web/students/handbook/

Policies for Driving Vans for University Organizations
All vans driven during activities or trips, whether owned by the University or leased for the duration of the trip, will be driven only by approved Elon University drivers. These vehicles must be operated in full compliance with applicable campus ordinances and state laws. Each organization is responsible for ensuring that each trip has approved drivers. Organization Advisors and their members are entitled to use the Elon University vans for travel throughout the school year. These vans require the appropriate check out, driver registration, completion of the University's van driver course, approved Travel and Itinerary Form before they are released to use. Lastly, it is against university policy to transport alcohol, drugs, or weapons in any University vehicle.

To become an approved Elon University Van Driver:

1. Drivers must have no less than three years of driving experience, must not be a freshman and must submit a clear copy of their valid driver's license and completed Drivers Application form to Business, Finance and Technology in Alamance 113 for approval.
2. Drivers must read and become familiar with the Elon University Guidelines for Vans and successfully complete the Van Drivers Training course.
3. Use of the 15 passenger mini-bus requires additional training. Inquire at information desk located in Moseley center for more information.
4. Elon University may make exceptions to the policies based on an individual's driving history or special needs.

Who can use them? All students who are members of recognized student programs and organizations that are traveling off campus for an event. The student drivers must be registered with the Business, Finance and Technology office in Alamance 113 and with the Information Desk located at the entrance of the Moseley Center. The vans are for service projects, practices, games, break trips and other approved activities. The organization must not exceed the number of approved occupants in a van at one time when traveling. This is governed by the number of seatbelts provided.

How much will it cost? Student organizations are responsible for covering the cost of travel, including gas. Elon University has 12-passenger vans, 9 passenger vans, 7-passenger mini vans, a 14 passenger mini-bus and a 24-passenger bus (requires CDL to drive). Located in McMichael parking lot, these vans provide student organizations the opportunity to travel off-campus for events.

Reservations: Reservations are on a first-come, first-serve basis, and may be made 30 days in advance or no less than five days before out of state travel. After a student organization member has filled out the appropriate van reservation forms, it must be turned into the Information Desk of the Moseley Center.

Check In, Check Out: The van check in and checkout will be handled by the Director of Campus Center Operations or his/her designee on the day of the scheduled trip. At the time of van check out, the driver must have a valid driver's license, be on the University's approved driver's list (requires a license check by the University's insurance company and completion of the University's van driver training course), and must have filled out the appropriate release form to drive. A key will be given to the driver with a matching number which can be found on the front windshield of the van.

Upon returning from the trip, the key to the van should be turned in to the Moseley Information Desk immediately. If the organization returns during an off hour, the driver is responsible for making sure that the key is at the Moseley Information Desk for the next group to use the following morning. **All vans must be returned cleaned by emptying all trash and removing all belongings. It also must be returned with a full tank of gas! There is a minimum $25 fee for not refilling the gas tank.**

Driver Responsibility
1. Driver(s) must have a valid driver's license with them.
2. Driver(s) or organizations are personally responsible for any law violations that result in warrants, fines, tickets, or damage.
3. Driver(s) or organizations are financially responsible for uninsured costs, including the deductible, incurred in any accident in which they are involved.

4. Ensure all passengers wear seatbelts.
5. Not use cell phones while driving. Calls or texting are prohibited.
6. Drive no faster than the posted speed limit or 65 mph, whichever is lower.

Advisor's Responsibility: To verify the trip in regard to its appropriateness, length, destination, and purpose. The advisor will also be held responsible for receiving the required forms from the Director of Campus Center Operations after he/she has authorized the form. University policy requires an advisor to accompany all student trips outside of a 60 mile radius of Elon University.

Sample of Driver Responsibility Form

Destination(s): _____

Date of Travel: _____ Purpose: _____

Approved Elon Trip Leader: _____ Phone: _____

By signing below I certify that I hold the listed driver's license, in good standing with the state of issuance; that my vehicle is in safe working order; and that I have liability insurance as required by law.

Signed: _____ Date: _____

License #: _____ State: _____

Signed: _____ Date: _____

License #: _____ State:

_____

Signed: _____ Date: _____

License #: _____ State: _____

Signed: _____ Date: _____

License #: _____ State: _____

Signed: _____ Date: _____

License #: _____ State: _____

Student groups who use vans must have a faculty/staff advisor with them if the van is taken outside Alamance County. Faculty, staff and students are insured by the university's policy while operating university-owned or university-rented vehicles. Employees' personal automobile coverage is primary when using their own vehicles on university business. While on university business, excess liability will be provided by the university's policy after the employee's liability limit is exhausted. Students driving their own vehicles will have to rely solely on their own liability coverage for accidents even when participating in activities or attending events required for academic credit.

Drivers must be in good standing with the Department of Motor Vehicles.

*Freshmen are not allowed to operate University vehicles.

Drivers must complete the university's "Van Safety Driving Course" and have a license check prior to being placed on the list of approved drivers.

Policies for Driving Vans for University Organizations
All vans driven during activities or trips, whether owned by the University or leased for the duration of the trip, will be driven only by approved Elon University student trip leaders or staff. These vehicles must be operated in full compliance with applicable campus ordinances and state laws. Each organization is responsible for ensuring that each trip has approved drivers. Organization Advisors and their members are entitled to use the Elon University vans for travel throughout the school year. These vans require the appropriate check out, driver registration, completion of the University's van driver course, approved Travel and Itinerary Form before they are released to use. Lastly, it is against university policy to transport alcohol, drugs, or weapons in any University vehicle.

To become an approved Elon University Van Driver:
1. Drivers must have a valid driver's license, and a photocopy of their license should be on file in the Office of Business and Finance.
2. Drivers must read and become familiar with the Elon University Guidelines for Vans and successfully complete the 3D Driving Course.

3. Elon University may make exceptions to the policies based on an individual's driving history or special needs.

Who can use them? All students who are members of recognized student programs and organizations who are traveling off campus for an event. The student drivers must be registered with the Office of Business and Finance and with the Information Desk located at the entrance of the Moseley Center. The vans are for service projects, practices, games, and break trips and other approved activities. The organization must not exceed the number of approved occupants in a van at one time when traveling.

How much will it cost? Student organizations are responsible for covering the cost of travel, including gas. Elon University has 10-passenger vans, 7-passenger vans, a 15 passenger mini-bus and a 24-passenger bus (requires CDL to drive). Located in McMichael parking lot, these vans provide student organizations the opportunity to travel off-campus for events.

Reservations: Reservations are on a first-come, first-serve basis, and may be made 30 days in advance or no less than five days before out of state travel. After a student organization member has filled out the appropriate van reservation forms, it must be turned into the Information Desk of the Moseley Center.

Check In, Check Out: The van check in and check out will be handled by the Director of Campus Center Operations or his/her designee on the day of the scheduled trip. At the time of van check out, the driver must have a valid driver's license, be on the University's approved driver's list (requires a license check by the University's insurance company and completion of the University's van driver training course), and must have filled out the appropriate release form to drive. A key will be given to the driver with a matching number which can be found on the front windshield of the van.

Upon returning from the trip, the key to the van should be turned in to the Moseley Information Desk immediately. If the organization returns during an off hour, the driver is responsible for making sure that the key is at the Moseley Information Desk for the next group to use the following morning. **All vans must be returned clean and with a full tank of gas!**

Driver Responsibility
1. Driver(s) must have a valid driver's license with them.
2. Driver(s) or organizations are personally responsible for any law violations that result in warrants, fines, tickets, or damage.
3. Driver(s) or organizations are financially responsible for costs incurred in any accident in which they are involved, up to the amount of deductible clause in the University's insurance for collision or comprehensive.
4. Ensure all passengers wear seatbelts.
5. Not use cell phones while driving.
6. Drive no faster than the posted speed limit or 65 mph, whichever is lower.

Advisor's Responsibility: To verify the trip in regard to its appropriateness, length, destination, and purpose. The advisor will also be held responsible for receiving the Van Reservation Form from the Director of Campus Center Operations after he/she has authorized the form. University policy requires an advisor to accompany all student trips outside of Alamance County.

TRAVEL POLICIES FOR ELON UNIVERSITY ORGANIZATIONS

The growth and involvement of students in Elon University Organizations has formed an overwhelming need for travel policies during seasonal trips. Because of the success of the program, Elon University has developed a list of travel guidelines. All Organizations and Advisors will be responsible for sharing the travel policy with their members before the start of each year and also updating them when changes occur on the playing schedule when traveling.

1. The University requires that an Advisor (or approved substitute) accompany the organization on each activity held outside of Alamance County.
2. The drivers of the vehicles must be registered and approved by the University before departure.
3. In case of accident or injury, the organization must contact campus safety immediately and file appropriate forms, as well as obtain a copy of the official police report. Additionally, the organization should contact the Director of Leadership and Organization Development.
4. During any organization activities, practices, conferences, retreats, etc., no alcohol/drugs are to be present. This includes transporting alcohol in a University vehicle or on a University trip.
   a) If alcohol/drugs are found, have been used, or proved to be present at any of these organizations activities, the organization will have all travel privileges suspended by the University. This means that all organizations found in violation will be denied access to University vehicles, travel policies, or reimbursement for such expenses (hotels, off campus tournaments, registration fees, etc.).
5. Any organization hosting an event on campus must file an event/risk management form with the Office of Student Life three working days before the event.

WITHDRAWALS

If, for any reason, a student decides that he/she must leave the university on a temporary or long-term basis, he/she must confer with a member of the staff of the Division of Student Life to formalize plans. If the student wishes to return to the university, he/she must reapply for admission. A student who withdraws from the university receives grades of "W" or "F" depending on his/her grades at the time of withdrawal. The university does not grant retroactive withdrawals.

If a student must leave campus for medical reasons, he/she may request a medical leave of absence and is required to submit documentation from an appropriate licensed health care provider. A medical leave of absence will be in effect for the current semester and up to one subsequent semester. If the student does not return by the established deadline, the leave of absence will automatically convert to a withdrawal. The student must reapply for admission if granted a medical leave of absence. During the medical leave of absence, the student will be considered matriculating and will not be fully disenrolled until the established deadline or until the student requests a withdrawal from the institution. Students who receive a medical leave of absence will be given grades of "WD" for courses in which they are currently enrolled. Medical leaves of absence will not be granted retroactively. Medical leaves are not granted for individual classes.

The president, provost and vice president for academic affairs, vice president for business, finance and technology or vice president for student life, or persons functioning under their direct authority may carry out immediate, involuntary withdrawals concerning the conduct of a student. In extreme cases, prompt and decisive action may be required before there is an opportunity to conduct a hearing, as in cases in which a student's continued presence on campus substantially impedes the orderly functioning of the university or constitutes an immediate threat to the well-being or property of members of the university community, or the student requires more supervision than the university staff can reasonably provide. Students withdrawn involuntarily shall have a prompt hearing of charges which form the basis for their withdrawal. In some cases the student may be required to reside off campus and/or be given restricted access to the campus without being involuntarily withdrawn and pending the outcome of a hearing. The student may be withdrawn and not allowed on campus when he or she has stopped attending classes or is not making a reasonable effort to achieve passing grades in several classes.

YOUNG COMMONS / WEST LAWN USAGE

Young Commons may be used to advertise university events from "dusk to dawn" basis when approved through the office of student activities. Events and educational displays may be held on the West Lawn or The Green of Moseley Center when approved through the office of student activities.

Elon University does not discriminate on the basis of age, race, color, creed, sex, national or ethnic origin, disability, sexual orientation or veteran status in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs.



Student Handbook

Academic Affairs

Judicial Affairs / Honor Code

General Campus Policies

Academic Calendar

Campus Services

Handbook Home

Student Life Home

Campus Services

Instructional Designs & Development
Bank Accounts and Check Cashing
Campus Safety and Police
Emergency Assistance
Campus Police
Campus Shop
The Phoenix Card
Financial Aid

Instructional Designs and Development

There are academic computer labs throughout campus available to Elon students at no extra charge. Elon is a multi-platform campus with ten PC labs and six Mac labs. Each computer is connected to the Internet and can access e-mail and software servers located throughout the campus. If at any time you have a problem in a computer lab, call the Technology Help Desk at ext. 5200 (all computer labs have phones).

Some computer labs, including the Belk Library computing facilities, are open throughout most vacations and offer extended hours during exams.

Bank Accounts and Check Cashing

Elon University does not cash checks. Students are urged to open an account with a local bank in order to avoid complications in the management of funds. Numerous banks are located within a five-mile radius of campus. When opening an account, it is best to make the initial deposit with cash or a certified check. If students use a personal check to open an account, many banks will require that they wait until that check clears before writing checks on the new account. Keep careful records of checks written to avoid passing a worthless check. Returned checks result in costly service charges and can harm the student's personal credit record.

Campus Safety and Police

The Office of Campus Safety and Police patrols the campus every day of the year. The office also administers the university's parking program, sponsors educational programming for the campus community related to safety and security issues, provides an escort service, operates the tram and shuttle service, administers the Operation ID program in which student property can be engraved for identification purposes and is the campus lost and found location. Campus security is maintained by a professional security staff which works under the direct supervision of the director of campus safety and police. The office works in very close cooperation with the Campus Police Department and the staff of the Division of Student Life.

Campus safety and police reminds students that the best security system is one in which every member of the community is alert. This means, among other things, that students should remember to lock their residence hall doors and take their keys with them; not go anywhere alone at night; report all suspicious persons immediately to the security office, residence life staff member or one of the deans; never leave personal possessions, including books, unattended; file a room inventory with the Office of Campus Safety and Police and engrave all valuables in a conspicuous place with one's license number.

The university does not assume responsibility for personal property. Students should check any home insurance policies which they or their parents carry to see if the policies cover their belongings while they are in college. Many homeowners policies cover belongings while at college.

Any problem involving theft should be reported immediately to the Office of Campus Safety and Police, ext. 5555 or 911.

During any crisis or time of need, seconds count. Elon has installed emergency phones at strategic points around campus. On the way to class, the office or travels around the campus, become familiar with the locations of the phones. When activated, the phones contact the campus security communication center. Phones are located at the following places:

Emergency Phones: Campus BLUE LIGHT and CALL BOX Phones can be found in the followings:

Blue Light Phones - The Blue Light System is a series of emergency alarm stations strategically located throughout campus to provide assistance to anyone in distress. A blue beacon shines above each alarm station. When an individual presses the alarm button, they can communicate directly with the communication officer at the Department of Campus Safety and Police

- Danieley "G" parking lot
- Danieley "K"
- Danieley "L"
- Intramural field
- Koury Field House
- Whitley Staff parking lot

- Danieley "O" parking lot
- East Gym parking lot
- Harper Center parking lot
- Greek Walk Loy Center
- Academic Village parking lot
- Mooney Staff parking lot
- Rhodes Stadium Ingold lot
- McMichael Science parking lot
- McMichael Greek parking lot

Callbox Phones

- Carlton Building Elevator
- Carlton Colonnade
- Koury Center Elevator #1-105-A
- Koury Center Elevator #2-001B
- Koury Center Panic Phone #1-145
- Koury Center Panic Phone #3-145
- Koury Center Panic Phone #4-145
- Koury Center Panic Phone #9
- Koury Center Panic Phone #1-R-252
- Koury Center Panic Phone #7
- Koury Center Panic Phone #8
- Koury Center Panic Phone K-001
- Koury Center Panic Phone K-001D
- Koury Center Panic Phone M06
- Koury Center Panic Phone #5
- Belk Library Elevator
- Belk Library 3rd floor SW
- Belk Library 3rd floor NE
- McEwen Communications Elevator
- McEwen Dining Hall Elevator
- Moseley East Stairwell Panic Phone
- Moseley West Stairwell Panic Phone
- Moseley Northwest Stairwell Panic Phone
- Moseley Elevator Phone
- Powell South Stairwell Phone
- Staley Hall Exterior
- McMichael Elevator Phone
- Center of the Arts Elevator
- Mooney Elevator Phone
- Cannon Pavillion at Academic Villiage
- Honors Pavillion at Academic Villiage
- Carolina Hall 1st floor
- Sloan Hall 1st floor

The Office of Campus Safety and Police also provides an escort service 24 hours a day. Students on campus can call ext. 5555 for this service; those off campus who need an escort upon returning to campus should dial 278-5555.

Emergency Assistance

The university maintains an emergency system that will assist students in times of need.

If assistance is needed, students should contact the Office of Campus Safety and Police at ext. 5555 (278-5555 if off campus) or 911 if the situation is life threatening, and provide the following information:

- Name
- Location
- Phone number
- Brief nature of the emergency.

The Campus Safety and Police staff will dispatch appropriate emergency personnel and/or the Student Life Administrator-on-Call.

Campus Police

The Office of Campus Police is under the direct supervision of the director of campus safety and police. The department operates under the administrative rules of Chapter 74G, the General Statutes of North Carolina. All campus law enforcement personnel are certified by the North Carolina Department of Justice, Criminal Justice Education and Training Standards Commission.

The Campus Police Department is responsible for the enforcement of North Carolina laws through the North Carolina Judicial System. The department consists of full time and reserve officers. The campus is patrolled 24 hours, 7 days per week.

The Campus Police Department has a Mutual Aid Agreement in place with all Alamance County Law Enforcement Agencies.

For non-emergency assistance, dial 278-5555. **For all emergency assistance, dial 911.**

Campus Shop

The Campus Shop, located in Moseley Center, is the university textbook and retail store. Textbooks (required and recommended), trade books, school and residence hall supplies, clothing, Greek items (by special order), gifts, cards and snacks are available. Other services offered are book buyback, class rings, textbook reservations, helium balloons, graduation paraphernalia and public fax access. Purchases may be made with cash, check, one of four major credit cards or the Phoenix Card/Phoenix Cash Account. Contact us by phone at 278-5400, e-mail elon@bkstore.com, or Web http://elon.bkstore.com.

The Phoenix Card

The Phoenix Card is the official Elon University student ID and much more. The Phoenix Card is a convenient program that allows the entire university community to make purchases, pay fees and gain access at many locations on and off campus. The Phoenix Cash account is a debit account to which you may add funds. These funds can be used on and off campus. Students can make a deposit to their Phoenix Card (Phoenix Cash account) anytime by using one of the following methods:

Credit card deposits can be made using the www.elon.edu/phoenixcard.
Cash, check and credit card deposits are accepted in the Phoenix Card Office, Moseley 111-A, during office hours.
Cash deposits can be made at the Value Transfer Station (VTS) in Belk Library, Daniel Commons and Moseley Center.

Some of the locations on campus where students can use their Phoenix Card include: all campus dining facilities, Campus Shop, most laundry and vending machines, Ellington Health Center, Belk Library, Campus Computer Store and many more. The Phoenix Cash account is also accepted at participating off campus merchants.

Identification Cards (The Phoenix Card)

Each student should carry his/her ID card (The Phoenix Card) at all times. It provides identification for athletic events, social activities, meal plans, etc. **Students may not lend their card to anyone else. Permitting another person to use a card or using someone else's card is against university policy.** Cards used imporperly will be confiscated and will be returned only after a conference held with the manager of the Phoenix card services. Judicial charges may be filed. Should the student lose his/her Phoenix Card, the loss should be reported to the Phoenix Card Office (Moseley 111-A) as soon as possible. There is a $25 replacement fee to receive a new card.

Financial Aid

The university provides financial assistance for eligible students who, without such aid, would be unable to attend. Elon students who wish to apply for assistance must submit an application to the Office of Financial Planning.

Students who wish to work on campus must receive prior approval from financial planning in order to do so. For assistance with emergency financial aid situations, contact financial planning at ext. 7640.

435 T1 P 4930
09/23/09 33700

Student Handbook 2010-2011

President's Message
Mission Statement
Academic Message
SGA

President's message to students

Thank you for choosing to attend Elon. We are glad you are a member of our academic community and we look forward to your contributions. You are a citizen of a liberal arts and sciences university. Academic programs of study across every undergraduate major are constructed upon the enduring foundation of the arts and sciences. You will receive an education here that will prepare you to write, to think critically, to analyze, and to express yourself thoughtfully.

I urge you to make the most of your time at Elon by applying yourself seriously to your studies. Your first and highest purpose here is learning and reflection, developing intellectually, connecting knowledge and experience, and upholding the Elon honor codes. At Elon we value the idea that you should be personally engaged in your academic studies. Through the Elon Experiences -- study abroad, internships, undergraduate research, leadership development, and volunteer service -- you will have extraordinary opportunities to connect your classroom and out-of-classroom learning.

Through your education here, we hope that you will gain a greater respect for human differences, a passion for a life of learning, a global perspective and a strong ethic of work and service. Elon faculty and staff are dedicated to knowing you personally and helping you to develop these qualities. We are confident that you will make connections here that will last throughout your life, and will always remain connected to Elon and committed to supporting its distinctive mission.

Sincerely,

Leo M. Lambert
President

ElonUniversity Mission Statement

Elon University embraces its founder's vision of an academic community that transforms mind, body, and spirit and encourages freedom of thought and liberty of conscience.

To fulfill this vision, Elon University acts upon these commitments:

- We nurture a rich intellectual community characterized by active student engagement with a faculty dedicated to excellent teaching and scholarly accomplishment.
- We provide a dynamic and challenging undergraduate curriculum grounded in the traditional liberal arts and sciences and complemented by distinctive professional and graduate programs.
- We integrate learning across the disciplines and put knowledge into practice, thus preparing students to be global citizens and informed leaders motivated by concern for the common good.
- We foster respect for human differences, passion for a life of learning, personal integrity and an ethic of work and service.

Elon University Academic Message

An Elon student's highest purpose is academic citizenship: giving first attention to learning and reflection, developing intellectually, connecting knowledge and experiences, and upholding Elon's honor code.

Student Government Association

As a member of the Elon University student body, one can be a vital part of the Student Government Association (SGA). The organization was established by students to fund and support the activities that are important to student life, to ensure a diversified college education and to represent students' concerns on campus. Every full-time undergraduate Elon student is a non-voting member of the SGA, ensuring that every student has a voice. Since SGA is responsible for an annual budget in excess of $700,000, it is vital that students be concerned with their student government activities.

The SGA is composed of two branches: the executive branch and the legislative branch. SGA's executive branch includes the SGA president (also called the student body president), vice president, treasurer and secretary, each elected annually in a campus-wide election.

The executive branch also includes more than 40 students who are appointed each year by the SGA president to serve in the campus judicial system and on various student-faculty boards and committees such as the media board, student life, teacher evaluation, lyceum, religious life, athletic and library committees.

The legislative branch is the student senate, which is presided over by the vice president of the SGA. The senate has three sections: the At Large, Academic and Organization councils. The senate consists of students who are elected in a campus-wide election and who are appointed by their respective organizations. Listed are the senators who were elected in the spring, in addition to organization council representatives who were appointed in the spring. Current open positions will be filled in the fall. The senate meets every Thursday at 7:30 p.m. Meetings are open to the public, and features two open forum sessions where students can voice their concerns and opinions.

Through both its branches, the SGA is responsible for supporting nearly every phase of student life, including representation on academic committees, homecoming, family weekend and orientation activities. In addition, SGA funds the Student Union Board (SUB) and the Liberal Arts Forum, which sponsor concerts, lectures and events to entertain and enhance the academic environment of the campus.

Involvement in SGA not only helps to ensure that Elon remains sensitive to the views of its students, it also provides learning experiences in leadership and group techniques which are valued by employers in all fields. Elon's SGA can be as powerful as the students want to make it. With the support and advice of students, SGA has been very successful in its role as student advocate. Each student's participation can help strengthen that influence. Take an active role in the SGA! For more information, come by the SGA Office, Moseley 221-A, or call ext. 7254.

The SGA website is currently under construction and will be updated once the senate convenes in early September. In the mean time, you can check our Web site at www.elon.edu/sga.

Student Role in Decision Making

Elon University firmly believes that student involvement in decisions affecting the life of the institution is essential to its vitality. Consistent with this belief, the university provides for such involvement through student participation in a wide variety of standing, ad hoc and advisory committees, which purpose is to make recommendations or guide activity related to university programs. Opportunities are also provided for student contributions through periodic meetings with the president of the university, senior staff and the board of trustees.

Students currently serve on the following standing committees with the faculty:

- Athletic Committee
- Curriculum Committee
- Communications Media
- Library Committee
- Religious Life Committee
- Cultural and Intellectual Programs Committee
- Student Life Committee
- Teacher Education Committee

In addition, students also serve on the following advisory committees and boards of the university:

- Academic Appeals Committee
- Hearing Board (disciplinary system for students)
- Honors Program Advisory Committee
- Judicial Appeals Committee
- NC Teaching Fellows Advisory Committee
- Women's Studies Advisory Committee
- Health and Counseling Services Advisory Committee

Elon University, Elon, NC 27244
336.278.2000

Academic Affairs

Academic Advising Center
Academic Policies and Procedures
Disability/Special Needs Services
Class Attendance
Classification of Students
General Degree Requirements
Grade Appeal Procedure
Retention Standards
Absence from Tests and Examinations
Career Center
Carol Grotnes Belk Library
El Centro de Espanol
Elon Experiential Learning Requirement
Study Abroad Programs
Writing Center

ACADEMIC ADVISING CENTER

Located in Duke 108, the Academic Advising Center provides an academic support service designed to assist students in course selection and determining their majors. First year students are assigned academic advisors before they enter Elon University.

An important part of the Center's service is coordinating Elon 101, a freshman advising course. Transfer students are assigned academic advisors in the department of their intended majors.

Choosing a Major: Several majors, including Elementary Education, Exercise Sport Science, all science majors, Pre-Engineering and Music Theatre/Music need to be declared in the students' first semester of the first year at Elon. Other majors, including Business Administration, need to be declared by the second or third semester. In order to graduate in four years, students need to select and officially declare a major in the Academic Advising Center, Duke 108, by the fourth semester or the end of the sophomore year. Advisors in the Center are prepared to help students explore their possibilities and provide information to enable students to make decisions. A one-hour course in exploring majors/careers (COE 110) is offered each semester. When students finalize their major choices, they are assigned major advisors in the appropriate academic department. Students are encouraged to meet with their advisors frequently during each semester.

ACADEMIC POLICIES AND PROCEDURES

Family Educational Rights and Privacy Act and Disclosure of Directory Information

Elon University complies with the Family Educational Rights and Privacy Act of 1974 (FERPA as amended in 2008). This act is designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the act.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, students have the right to withhold the disclosure of Directory Information. Students should consider very carefully the consequences of any decision to withhold Directory Information; any future requests for such information from non-institutional persons or organizations will be refused. Students who wish to withhold directory information should contact the Office of the Registrar.

The institution will honor requests to withhold the information listed below but cannot assume responsibility to contact students for subsequent permission to release them. The institution assumes no liability for honoring instructions that such information be withheld.

The items listed below are designated as Directory Information and may be released for any purpose at the discretion of the institution unless the student requests the information be withheld:

1. Name, address, telephone number, dates of attendance, class, electronic e-mail address.
2. Previous institution(s) attended, major field of study, awards, honors (included Dean's list), degree(s) conferred (including dates).
3. Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health and counseling staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intendeds to enroll.

The University may make disclosure to parents and other parties based on provisions of FERPA (as amended in 2008) which are listed in The Federal Register, Volume 73, No. 237, December 9, 2008. These disclosures are made at the discretion of University officials.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Questions about student records and FERPA may be directed to The Office of the Registrar, (336) 278-6677 or the Office of Student Development (336) 278-7200

DISABILITY/**DIABILITIES/SPECIAL NEEDS SERVICES**

DISABILITY Services
Students with documented disabilities (learning disabilities, ADD/ADHD, vision impairment, hearing impairment, mobility problems, health related problems) may request special services and/or appropriate accommodations. Students who need to discuss such needs should contact the Coordinator of Disability Services, Susan Wise, who reviews documentation and consults with the student to arrange for appropriate classroom/campus accommodations. Call 278-6500 for more information or come by the Advising Center, Duke 108. Additional information may also be found at www.elon.edu/disabilities.

.CLASS ATTENDANCE
At Elon, policies related to class attendance are established by each department. Students are responsible for finding out the first day of class what each professor requires in terms of class attendance. Absence from class does not relieve a student of responsibility for submitting assignments or from being responsible for materials covered. There is a strong relationship between class attendance and success or failure in the classroom. It is the responsibility of the student to communicate with professors about absences due to illness or family emergency. Preferably this notification should be given prior to the class that is to be missed. Class absences are deemed excused at the discretion of the professor and may require documentation such as a note from a doctor. Excessive class absences may result in the lowering of a course grade and/or notification to the early warning system in Academic Advising.

PEER TUTORIAL SERVICES

Students recommended by faculty provide their peers academic support in a wide variety of courses. The Tutoring Center is located in Belk Library. Questions may be directed to the Associate Director ofTutorial Services, Belk 122. Futher information is available at: www.elon.edu/tutoring.

CLASSIFICATION OF STUDENTS
Hour requirements for the classification of students are as follows:

* Freshman: 1-29 semester hours completed.

* Sophomore: 30-61 semester hours completed.

* Junior: 62-95 semester hours completed.

* Senior: 96 semester hours completed.

How to compute your GPA
One's grade point average (GPA) is calculated by dividing the total number of attempted semester hours of credit into the total number of quality points earned.

A = 4 A- = 3.7 B+ = 3.3 B = 3.0 B- = 2.7 C+ = 2.3

C = 2.0 C- = 1.7 D+ = 1.3 D = 1.0 D- = 0.7 F = 0.0

If one takes a four semester hour course and receives an "A," one will have 16 quality points (4x4=16). If one takes a

three semester hour course and receives a "C-," one has 5.1 quality points (3x1.7=5.1).

As each semester or term is completed, one's semester hours attempted and total quality points earned are added to any already acquired, and a new grade point average is calculated.

GENERAL**DEGREE REQUIREMENTS**

Students should consult their undergraduate catalog for a full listing of degree requirements and requirements in their major(s)/minor(s). The degree-audit feature of On-Track should provide a helpful guide to students, tracking which of their degree requirements have been completed. Students are encouraged to meet with their academic advisor and/or a member of academic advising if they have questions about their progress toward degree completion.
Regardless of what students decide will be their major program(s), they will have to complete the following general requirements involving a minimum of 132 semester hours of credit:

* Satisfactory work in one major subject, including a minimum GPA OF 2.0

* Completion of General Studies, including proficiency in a foreign language.

* Electives.

*Satisfactory completion of a comprehensive evaluation in the major field of study.

* Sixty or more semester hours at Elon including the last term before graduation.

*Twice as many quality points as credit hours attempted must be earned.

* Participation in commencement exercises.)

GRADE**APPEAL PROCEDURE**
The grade appeal system affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned as a result of clerical error, personal bias or arbitrary grading. Grades (for an entire course, assignment or unit) given by an instructor after the student is found responsible for an academic honor code violation through the University Honor System may not be appealed.

Keeping in mind that the appeal of a course grade should be attended to as soon as possible, the student must contact the professor involved within the first two weeks of the start of fall semester for the appeal of a spring semester or a summer term grade and within the first two weeks of the spring semester for the appeal of a fall semester grade. In the case of a winter term grade, the appeal must be made no later than April 1 of the year in which the course was completed. If the faculty member who taught the course is not available, the appeal should be made to the chairperson of the faculty member's department.

In the case of a grade that would affect a graduating senior or that would result in probation or suspension, the student must contact the professor immediately after the grade is posted, and the procedure will be expedited.

Procedure for appealing a course grade

To begin an appeal, the student must first complete a grade appeal request and set up a meeting with the professor to discuss the situation with the time frame outlined above.

This form is to be filed with the department chairperson no later than the end of the fourth week of the semester.

Please retain copies of all information filed with this statement.

If the student wishes to continue the appeal following this meeting, he or she must file a written appeal with the professor's department chairperson by the end of the fourth week of the semester, or by April 15 in the case of the

appeal of a winter term grade. If the department chairperson is the professor involved, the written appeal will go to the dean of the college or school. The student will submit to the department chairperson the Student Grade Appeal Statement Form together with copies of the course syllabus, tests, assignments and papers in the student's possession. The department chairperson will notify the professor involved, and the professor will file the Professor Grade Appeal Statement Form with the department chairperson by the end of the fifth week of the semester, or by April 22 for a winter term grade, together with copies of the syllabus, assignments and any of the student's work that remains in the professor's possession. The department chairperson, following consultation with the related dean or deans, will render a decision in writing regarding the grade appeal by the end of the sixth week of the semester, or by April 29 in the appeal of a winter term grade.

If the student wishes to appeal the Chair's decision to the final hearing body, he or she must put that request in writing to the dean within one week. The dean, or his/her designee, will notify the chairperson of Academic Council to form a grade appeal hearing committee and forward all documentation to the chairperson of the Academic Council. The committee should meet no later than the end of the eighth week of the semester, or by May 13 for a winter term grade appeal. The grade appeal committee will consist of:

a) 3 members of Academic Council appointed by the chairperson of council.

b) 1 faculty member appointed by the dean of the department/division involved.

c) 1 Student Government Association representative appointed by the student government executive president. In the case that the involved student is the student government president, the vice-president shall appoint the student representative.

The chairperson of the grade appeal hearing committee will be chosen from the three council members serving on the committee by the chairperson of Academic Council.

Grade Appeal Hearing Procedure:
Hearings are restricted to those Elon faculty or staff directly involved in the appeal. The student and the professor may each bring an advisor from the Elon University community (currently enrolled student, faculty or staff member) to the hearing. The advisor may only counsel the student or the professor and may not actively participate in or make any statement during the hearing. Recognizing that the grade appeal hearing is an in-house procedure, attorneys, other legal counsel and any other persons outside the university community are not permitted in the hearing.

The hearing committee will review all of the documentation received from the dean and then ask the student, professor and their advisors, if present, to come into the room. The student and the professor will each be allowed to make a statement, and the committee members may ask questions of the student and the professor. The student, professor and their advisors will then be asked to leave the room, and the final discussion and vote by the committee shall be in closed session. The decision of the committee is final, and the Chair of Academic Council will send written verification of the committee's decision to the professor and the student. In the case of a grade change, the dean of the school or college, or his/her designee, will make the change.

RETENTION STANDARDS

Classification of Terms

* Probation - Students are notified that their GPA is below 2.00, that they are limited to a maximum load of 12 semester hours and that they should consult with their academic advisor.

* Suspension - Students are separated from Elon University and one academic semester must elapse before they are eligible to apply for readmission.

Standards for End of Fall Semester:

* Suspension - any student having a semester GPA below 1.00.

* Probation - any student with a cumulative GPA below a 2.00.

Standards for End of Spring Semester:

* Suspension - less than 1.00 GPA for the SEMESTER.

* **FRESHMEN** - 0-29 semester hours earned:

Suspension - cumulative GPA less than 1.70

Probation - cumulative GPA 1.70 to 1.99

* **SOPHOMORES** - 30-61 semester hours earned:

Suspension - cumulative GPA less than 1.80

Probation - cumulative GPA 1.80 to 1.99

* **JUNIORS** - 62-95 semester hours earned:

Suspension - cumulative GPA less than 1.90

Probation - cumulative GPA 1.90-1.99

* **SENIORS** - 96 and above semester hours earned:

Suspension -- cumulative GPA less than 2.00 A student who is suspended and is readmitted in a subsequent term must have a minimum GPA, each term or semester, of 2.3 (C+) until the student's cumulative GPA is 2.0 or higher. Failure to do so will result in a second and final suspension.

Dean's List, President's List and Graduation with Honors
The Dean's List encourages and recognizes excellence in academic work. A student who has no grade below a "B-" and a GPA of at least 3.4 in a minimum of 12 semester hours in any semester is placed on the Dean's List for the following semester. Those students who have no grade below an "A-" in a minimum of 12 semester hours in any semester are placed on the President's List. Classes passed on a Pass/Fail basis or classes with grades of "S," "WD," or "W" are not included in Dean's List or President's List eligibility.

Students completing at least 66 credit hours at Elon University may graduate with honors. Candidates for graduation with an average of 3.9 or above are graduated summa cum laude; those with 3.7 or above, magna cum laude; and those with 3.5 or above cum laude. In computing eligibility for honors, only work attempted at Elon University will be used.

ABSENCE **FROM TESTS AND EXAMINATIONS**
The university expects students to attend examinations as scheduled. Dates and times for final exams may not be changed for a class without prior approval from the appropriate Department Chairperson. The Chair will notify the assistant vice president for academic affairs of course exam modifications when they are granted.

Under certain circumstances, adjustments to the individual student's completion of final examination may be made.

Multiple Exams on One Day: If a student has three (3) exams scheduled for the same day, he/she may secure a "Change Request Form" from the REGISTRAR'S OFFICE. This change request form must be completed and returned to the Registrar's Office by 5:00 p.m. on the last day of classes before exams.

The university policy is that faculty will work with a student who has a legitimate need to reschedule

ABSENCE FROM TESTS
Students missing a test in a course for excusable reasons should seek permission for a make-up test from the instructor of the course.

ABSENCE FROM FINAL EXAMINATIONS

--The university expects students to attend examinations as scheduled. Dates and times for final exams may not be changed for a class without prior approval from the appropriate Department Chairperson. The chair will notify the assistant vice president for academic affairs of course exam modifications when they are granted.

Under certain circumstances, adjustments to the individual student's completion of final examination may be made.

Multiple Exams on One Day: If a student has three (3) exams scheduled for the same day, he/she may secure a "Change Request Form" from the REGISTRAR'S OFFICE. This change request form must be completed and returned to the Registrar's Office by 5:00 p.m. on the last day of classes before exams.

Medical Reasons

a. Medical Emergency Students who have completed sufficient work to complete a course but who become ill or injured just prior to or during the final exam period should contact the assistant vice president for academic affairs in the provost's office (Alamance 120) to present verification. The AVPAA will notify instructors of the student's situation. As soon as they are able, students should contact individual instructors to discuss arrangements for completing work. In cases where the instructor is no longer employed at Elon after the end of the semester, the student should contact the department chairperson.

b. Medical Leave of Absence (WD). If a student has a documented medical condition that has impacted his/her ability to complete course work and will keep him/her from taking exams, the student should consult with the assistant vice president for student life (Moseley 206) for a medical leave of absence which will remove the student permanently (with grades of WD) from all classes. Students seeking a medical withdrawal must withdraw from all courses; they may not obtain a medical withdrawal from only selected courses. Students with medical withdrawals will not be permitted to complete courses.

Other Documented Excuses for Rescheduling or Missing Exams Occasionally, a student will find him/herself in a situation that may be best resolved by not taking one or more final examinations as scheduled. Justifiable reasons for such absences may include school-sponsored representation at events, but will generally not include travel arrangements, starting a job or an internship, or participation in family events such as weddings and graduations.

1. Missing or Rescheduling ONE exam only per semester Requests by a student to miss or reschedule only one exam during a semester must be made to the appropriate department chairperson. When the chair agrees that the reason for missing is justifiable, the student is responsible for working with the faculty member to complete the work for that course.
2. Missing or rescheduling MULTIPLE exams in one semester Requests by a student to miss or reschedule more than one exam during any given semester must be made to the assistant vice president for academic affairs Because of the burden on faculty to revise or recreate and administer additional exams, such absences are not commonly awarded. If approved, the AVPAA will notify instructors that appropriate verification has been received. Students should, as soon as they are able, contact individual instructors to discuss completion of course work.

Students who misrepresent their requests to adjust exams will be charged with violating Elon's Honor Code.

Single Exam -- When a student will miss an individual final examination, permission for a make-up examination must be secured from the Chairperson of the department in which the course is offered.

Multiple (or all) Exams -- When a student will miss multiple (or all) final examinations in a semester, the student must contact the Assistant Vice President for Academic Affairs in the Provost?s Office, Alamance 120. The student must provide verification for the absence. The AVPAA will notify the appropriate parties of the student?s status. As soon as they are able, students should contact individual instructors to discuss arrangements for completing work. In cases where the instructor is no longer employed at Elon after the end of the semester, the student should contact the department chairperson.

Students who will miss all examinations due to medical reasons and who must withdraw from all Elon classes in a particular semester should consult the following Web site for appropriate procedures on withdrawals: www.elon.edu/students/handbook/genpol.asp.

CAREER CENTER

Throughout college and after graduation, students are invited to use the many services available through the Career Center. These services are designed to support students and alumni in the lifelong process of defining career goals, learning the skills to attain them and developing employment opportunities.

The following career services and programs are available to students for help in planning their futures and in becoming adept at finding employment during and after their college years:

* Resume development

* Career Workshops

* Transition strategies courses

* On-Campus Recruiting

* Internships and Co-op experiences

* "Securing a Job" courses (COE 310)

* Individual career advising

* Elon Job Network (full and part-time jobs postings)

* Career shadowing

* Summer job opportunities

* Career Interest Assessment

* Graduate school information

* Videotaped mock interviews

* and Web resources.

For more information, contact ext. 6538.

CAROL GROTNES BELK LIBRARY

The Carol Grotnes Belk Library provides a variety of learning resources and services in support of the university curriculum, helping students develop effective research, study and presentation skills.

The library offers over 240,000 books and bound periodicals, 4,000 current serial subscriptions, 70,000 government documents and 15,000 audiovisual materials for use by the entire university community. Provided are library instruction for individuals and classes, professional reference services, a wide variety of online databases, Internet access and a variety of interlibrary loan services. Additionally, students can find novels, videos, DVDs, and audio books for recreational reading, viewing and listening.

Within the library, the Office of Media Services serves as an instructional laboratory for all students and offers audiovisual production services, audiovisual equipment and materials, and computer facilities.

EL CENTRO DE ESPANOL

El Centro de Español, located in Carlton 114, offers the campus community a new approach to language learning. The focus is on using Spanish, not just on reading or writing. El Centro encourages learning, but not in the traditional methods of homework and grades. Students, faculty and staff learn by immersion in Spanish through experiences such as conversation with native speakers, one-on-one and small group discussions, and use of resource materials for individual learning. El Centro also organizes numerous cultural events on campus to celebrate customs and traditions in Spanish-speaking countries worldwide. Participants can also volunteer through El Centro in the local Hispanic community. The program at El Centro allows participants to advance at their own pace in a fun and relaxed environment. El Centro reinforces Elon's view of co-curricular activities that occur outside the classroom as part of the whole learning experience. To learn more about El Centro, visit www.elon.edu/elcentro or call 336-278-6517.

STUDY ABROAD PROGRAMS-

Elon University strongly encourages each student to spend at least one semester or term studying abroad. Elon has one of the top study abroad programs in the country for master's-level institutions, and more than 70% of Elon's 2010 graduating class studied abroad at some point during their college career. Elon offers more than 70 programs during the semester, winter and summer terms. GPA requirements depend on the particular program, but are generally 2.0 for winter term and summer programs, and 2.5-3.2 for semester programs.

Study abroad is available to everyone at Elon. Don't be fooled by the following myths:

MYTH #1: I must know a foreign language. WRONG! Many of Elon's programs have courses taught in English. Most of the 70 programs do not require prior foreign language experience, although language immersion programs are available.

MYTH #2: Study abroad will delay my graduation. NOT SO! If you plan ahead with your academic advisor, you should be able to fit one or more study abroad programs into your four-year plan.

MYTH #3: I don't have enough money to study abroad. DON'T BE SO SURE! Many of the semester study abroad programs are approximately the same cost as attending Elon for the semester, and some programs are located in countries where the cost of living is lower than in the US. If cost is still a concern, you may qualify for a need-based scholarship. Students may also be eligible to apply for program-specific and national scholarships. Elon's Financial Planning officers would also be glad to meet with you about planning for the costs of study abroad.

MYTH #4: Study abroad is only for certain majors. WRONG AGAIN! There are programs that can fit any major at Elon. Furthermore, students can take courses for general studies and their minor, in addition to courses for their major, while studying abroad.

For a full list of available programs, details about each of the programs, application periods and other helpful study abroad information, please visit the Isabella Cannon International Centre website at www.elon.edu/studyabroad. To arrange an appointment with an international programs advisor, call 336-278-6700 or stop by the Isabella Cannon International Centre in Carlton 113.

ELON EXPERIENCES

Elon Experiences is a program that provides opportunities and promotes participation in "applied" curricular and co-curricular activities at Elon -- leadership development, volunteer service, internship/co-op experiences, undergraduate research and study abroad/intercultural experiences. The "Elon Experiences Transcript" is a student's official written record of involvement in Elon Experiences activities.

Program directors, coordinators, advisors and other university staff validate and report students' participation in Elon Experiences activities. Elon students may receive a copy of their Elon Experiences Transcript, which include activities up through the previous semester, by contacting the Center for Leadership and Organization Development, Moseley 224. Students may view their transcripts on the Web from the Elon Experiences site.

EXPERIENTIAL**LEARNING REQUIREMENT**

A distinctive feature of the General Studies Program is the Experiential Learning Requirement, the "ELR." Students may select from a range of options to satisfy this graduation requirement. Some courses fulfill the ELR: internships,

study abroad courses, practicums, co-ops, student teaching and designated courses which include extensive experiential learning. The ELR may also be completed through 40 hours of volunteer service with one agency or activity, through a leadership role in a campus organization or through a pre-approved individual activity. Finally, students may satisfy their ELR by completing an approved undergraduate research project. For all non-course based experience, the ELR must be approved in advance and students must engage in an experience and reflect on that experience, under the tutelage of an advisor. Though students are required to complete only one ELR, they may satisfy the requirement as many times as they wish. Their academic transcript will indicate each time they fulfill the requirement.

SEMESTER **PROGRAMS**

Elon students have many options for semester study abroad programs, which in most cases allow students to continue to pay Elon tuition and fees -- some allow room and board to be paid to Elon, and most students pay their own travel expenses. Students who are not studying a foreign language can attend programs in countries such as England; Scotland; Ghana or Kenya, Africa; Australia; Denmark; Sweden; Italy; Mexico; and the Turks and Caicos Islands. Each of these programs offers a unique program featuring different course options, living arrangements and travel opportunities.

Students who are in the process of learning a foreign language have many options as well. Elon students can study French at the Sorbonne in Paris, France; Spanish at the Fundacion Jose Ortega y Gasset in Toledo, Spain; the University of San Fransicso de Quito in Quito, Ecuador; Council Study Centers in Santiago, Chile and Buenos Aires, Argentina; or the Centre for Sustainable Human Development in San Jose, Costa Rica. Students may also study Japanese at Kansai Gaidai University in Osaka, Japan. Each program requires a different level of language education in courses at Elon, a 2.5-3.0 minimum GPA (depending upon the program), foreign language faculty recommendations and an essay.

Applications are accepted for all semester programs one semester in advance, with the exception of the London program. For this, applications are accepted one year in advance. More details about applying and the applications themselves can be found on the study abroad Web site.

SEMESTER IN LONDON

A student may earn 12-16 semester hours participating in Elon's London Semester Program. Students can take advantage of Elon courses taught by Elon and British professors, internships, a ten day semester break and day trips in Great Britain. Housing is in an apartment in central London. Airfare and other travel expenses are additional. The semester program is available in the fall or spring to students with a GPA of 2.5 or better and positive faculty and advisor recommendations. Applications must be submitted one year in advance.

WINTER TERM

The month-long January term offers a variety of study abroad opportunities. Over 600 students studied across the globe during January of 2004, the 32nd year of the Winter Term study abroad program. All students with a GPA of 2.0 or better are encouraged to apply, including freshmen. The Winter Term Web page describes each course and has downloadable course brochures. Each course is worth four semester hours of credit.

Programs range in location and topic across dozens of disciplines and countries. Students can study topics such as field biology in Belize, World War II in Europe, African history in Ghana, Language and Culture in Costa Rica, art in Italy, astronomy in Mexico, communications in Germany, literature in Ireland, service learning in Guatemala and many others.

OTHER PROGRAMS

Information on study abroad programs all over the world is available online at www elon.edu/e-web/academics /cannon and in Carlton 113 in the Isabella Cannon Centre for International Studies. To talk with a study abroad advisor, email the contact on the Web site or call 336-278-6700.

WRITING CENTER

The Writing Center is a peer tutoring program in which students may work one-on-one with a tutor during any stage of the writing process. This includes brainstorming ideas, developing a thesis, organizing, revising, editing and properly documenting sources. The goal of this program is to create better writers who utilize feedback as part of their writing process. For more information, please visit the Writing Center Web site.

Honor System

The Elon University Honor System expects that individuals will act in a manner that is respectful of the rights and privileges of others. Every member of Elon University has the right to live and learn in an atmosphere of respect and support.

Responsibility for maintaining the honor of the community rests with each individual member. Only if every member assumes responsibility for personal and group integrity and civility will the community best meet the developmental needs of its members. Each person must examine, evaluate and regulate his/her own behavior to be consistent with the expectations of the Elon community.

Honor Code, Pledge and Policies

Honor Violations

Reporting Suspected Violations

The Judicial Process

Student Rights

Sanctions/Parent Notification

Judicial Records

Form to Report Academic Honor Code Violations

Appeal Procedures

Office of Judicial Affairs

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Elon Honor Code, Pledge, and Policies

Introduction to Elon's Honor Code

Elon University recognizes and affirms the importance of character development and personal responsibility as essential elements of an Elon education. Students are expected to uphold the four values listed below for themselves and others in their decisions and day-to-day interactions. Conduct affirming these four values should be followed in all settings, including in and out of the classroom, on- and off-campus, and in all domestic and international sites during study abroad or course-related study experiences. Upon graduation, students are expected to have demonstrated their commitment to academic excellence and honor.

Elon's Honor Code (A description of the Elon University community values)
Every member of Elon University has the right to live and learn in an atmosphere of trust and support. Responsibility for maintaining these values in our community rests with each individual member. Values that promote this atmosphere include:

HONESTY: Be truthful in your academic work and in your relationships.

INTEGRITY: Be trustworthy, fair and ethical.

RESPONSIBILITY: Be accountable for your actions and your learning.

RESPECT: Be civil. Value the dignity of each person. Honor the physical and intellectual property of others.

The Honor Pledge is an abbreviated form of the Honor Code. Students sign the Honor Pledge when they join the Elon community to publicly affirm their intent to behave according to the values of the Elon community. They also sign this pledge on papers, tests, assignments and other documents when requested. The honor pledge is printed on signs in classrooms and residence halls throughout campus.

Elon's Honor Pledge

"On my honor, I will uphold the values of Elon University: honesty, integrity, responsibility, and respect."

Honor Policies

Elon's honor code applies to both individual student and organizational behavior:

- occurring from the time of admission until the actual awarding of a degree. (It applies to behavior that occurs before classes begin or after classes end, as well as during periods between terms of enrollment unless a student has completed the process of withdrawal from the university.)
- in the classroom and at all locations and events on Elon University owned or leased property.
- in locations and at events not occurring on campus, including those involving non-campus individuals and organizations.
- in locations abroad, including involvement with all individuals and organizations, and
- in situations involving technology as a means of recording or communication.

To clarify the types of violations, Elon has grouped them into policies that cover social situations and policies that cover academic situations. These two policies may overlap, with one or more types of violations being reported from a single incident.

Academic Policies

Academic Policies support honest exploration and thoughtful contemplation of all ideas in an environment of honesty and trust. As such, students are to refrain from lying, cheating, stealing or violating another's property, plagiarizing

the ideas of others, or facilitating another person's academic violation. To be clear about what academic behavior is unacceptable, Elon has listed areas of the policy that clarify components of academic responsibility. Violations of academic policy may result in a lower course grade or a failing grade for the course (including an Honor Code F). Academic censure is the minimum institutional sanction and multiple or egregious violations of academic policies may result in Disciplinary Suspension or Permanent Separation from Elon University.

Social Policies

Social Policies support the shared values and communal expectations that promote the development of the individual and the community. To be clear about what social behavior is unacceptable, Elon has listed areas of the policy that clarify components of social responsibility. Each area of potential violation is defined and typical sanctions are listed. In cases where more than one violation has occurred as a result of an incident, sanctions will likely increase in severity.

Violations of the Honor Code may be subject to civil or criminal prosecution under local, state and federal law.

To see a full list of honor violations, click here.

Click here to return to Honor System home page.

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Areas for Possible Honor Violations

Click on the links below to see definition/scope/sanctions	Can violation affect course grade?
Alcoholic beverages	
Behavior that endangers health/safety of self or others	
Cheating	MAY IMPACT GRADE
Destruction or defacing of property	
Disorderly conduct	
Drug-related violations	
Facilitating academic dishonesty	MAY IMPACT GRADE
Failure to comply with the lawful directive of a university official	
Fighting or other acts of physical aggression	
Fire setting and Arson	
Firearms and/or Weapons	
Fireworks	
Fraud	
Gambling	
Guests and Visitation	
Harassment	
Hazing	
Host Responsibility	
Laws of the wider society	
Lying - social policy	
Lying - academic policy	MAY IMPACT GRADE
Misuse of university property	
Morals and decency offenses	
Off-campus parties	
Plagiarism	MAY IMPACT GRADE
Possession of lost or stolen property	
Sexual offenses	
Stealing - social policy	

Stealing or Vandalism - academic policy	**MAY IMPACT GRADE**
Swimming, wading or skating in restricted areas	
Tampering with fire and/or life safety equipment	
Technology Policies	**MAY IMPACT GRADE**
Unauthorized occupancy of a residence hall	

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ALCOHOLIC BEVERAGES AND POLICIES (2010.1)

Alcoholic beverages may be possessed and/or consumed **only by individuals 21 years of age or older** in their residence or an approved location. Alcohol may be consumed at the Elon Lodge or other specifically sanctioned locations during authorized events with prior approval from the director of Greek life or director of the Moseley Center.

Elon understands and supports students being social and wanting to spend time with each other. This may lead to situations where underage students are in the presence of alcohol possession and/or use that violates university policy. In order to hold the responsible students accountable, while supporting those who are not violating policies, the **Innocent By-Stander rule** may be enacted **at the time** alcohol policy violations are identified. Students in the presence of alcohol policy violations will not be charged with an alcohol policy violation if either of the following is **includedin the Incident Report**:

(a) there is no physical indication the student has been drinking (slurred speech, odor of alcohol, bloodshot eyes, etc.), and a reasonable number of students take responsibility and attest the student is not in violation, or
(b) the student requests and passes an "Alco-Sensor" test at the time of the incident.

Elon embraces students helping each other and enacts this **Good Samaritan rule** where one student seeks appropriate care for another. If a student is with another student "in danger" or "of concern" and calls for medical aid s/he will not be held accountable for violating the university alcohol policy. The university's main concern is getting the proper care for the student in need. Students should call for help and NOT drive anyone in need of medical attention. Most students are not trained to care for the student should s/he become ill or disruptive which could impact one's ability to drive safely. Students with or observing a student "in danger" are expected to seek medical attention. If a student is with another student who has had too much to drink and does not call for assistance s/he will be held accountable with strict sanctions for Behavior which Endangers the Health or Safety of Self and/or Others.

A **notification letter** will be sent to the parents/guardians of any student found responsible for violating any policy regarding alcohol use.

Policies regarding alcohol use include the following:

2010.1.1 Possession and/or Consumption of Alcoholic Beverages by Students Under 21 Years of Age

Definition - possession and/or consumption of alcoholic beverages by any student on or off-campus or returning to campus after consuming by a student less than 21 years of age. Note: Possession of empty beverage containers or packaging may be considered evidence of possession or consumption of alcohol.

Sanctions
First Offense - normally, not less than alcohol confiscated and disposed of and official warning; $100 fine, Alcohol Education Program or Project, and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Second Offense - normally, not less than alcohol confiscated and disposed of and disciplinary probation; $150 fine, 20 campus restitution hours, Alcohol Education Program or Project, Substance Abuse Assessment and completion of recommendations, and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Third Offense - normally, not less than alcohol confiscated and disposed of and preliminary suspension or disciplinary suspension; $300 fine, 35 campus restitution hours, Substance Abuse Assessment and completion of recommendations, and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Fourth Offense - normally, disciplinary suspension for one year.

2010.1.2 Being Under the Influence of Alcoholic Beverages

Definition - a person who, having consumed alcoholic beverages, experiences a loss of the normal use of his/her mental and/or physical faculties. This includes (but is not limited to) slurred speech, loss of motor coordination, aggression, loss of memory (blackouts) or abusive behavior.

Sanctions
First Offense - normally, not less than alcohol confiscated and disposed of and disciplinary probation; $150 fine, 15 campus restitution hours, Alcohol Education Program or Project, Substance Abuse Assessment and completion of recommendations, and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Second Offense - normally, not less than alcohol confiscated and disposed of and preliminary suspension or disciplinary suspension; $300 fine, 30 campus restitution hours, Substance Abuse Assessment and completion of recommendations, and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Third Offense - normally, disciplinary suspension for one year.

2010.1.3 Public Consumption and/or Possession of Alcohol

Definition - possession or consumption of alcoholic beverages is allowed by students who are 21 years of age or older only in their residence or an approved location. Alcohol is not allowed in non-residential buildings or outdoors, except for events where alcohol use has been formally approved.

Sanctions
First Offense - normally, not less than alcohol confiscated and disposed of and official warning; $75 fine, Alcohol Education Program or Project, and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Second Offense - normally, not less than alcohol confiscated and disposed of and disciplinary probation; $150 fine, 20 campus restitution hours, Alcohol Education Program or Project, Substance Abuse Assessment and completion of recommendations, and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Third Offense - normally, not less than alcohol confiscated and disposed of and preliminary suspension or disciplinary suspension; $200 fine, 30 campus restitution hours, Substance Abuse Assessment and completion of recommendations, and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Fourth Offense - normally, disciplinary suspension for one year.

2010.1.4 Provision and/or Distribution of Alcohol to Students Under 21 Years of Age

Definition - By an individual - any person purchasing, providing or distributing alcohol to any individual below the age of 21 years.

Definition - By an organization - any organization that purchases, provides or distributes alcohol to any individual below the age of 21 years.

Sanctions- for an individual:
First Offense - normally, not less than disciplinary probation or preliminary suspension with possible permanent separation; $200 fine, 25 campus restitution hours, Alcohol Education Program or Project, and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Second Offense - normally, not less than disciplinary suspension for one year with possible permanent separation and $300 fine. (Fine doubles if not paid within 5 days.)

Sanctions - By an organization (within a four-year period):
First Offense - normally, not less than alcohol confiscated and disposed, loss of specific social privileges for up to one academic year, $200 fine, 20 restitution hours per member present at event, and Education Program or Project with possible loss of university housing and/or recognition for one year. (Fine doubles if not paid within 5 days.)
Second Offense - normally, not less than loss of university housing and/or recognition for one year with possible permanent loss of university recognition.

2010.1.5 Sponsorship of an Activity Involving the Unauthorized use of

Alcoholic Beverages by Individuals, Residential communities, or University-Recognized Organizations

Definition - sponsorship of any activity or event involving the use of alcoholic beverages without specific university approval to do so, said sponsorship being carried out by a residence hall floor/suite/apartment, or organizations.

Sanctions - for individuals:
First Offense - normally, not less than alcohol confiscated and disposed, preliminary suspension or disciplinary suspension; $200 fine, 40 campus restitution hours, and Alcohol Education Program or Project. (Fine doubles if not paid within 5 days.)
Second Offense - normally, not less than disciplinary suspension for one year with possible permanent separation. Student must complete a Substance Abuse Assessment with results forwarded to Elon for consideration for re-admittance.

Sanctions - for residential areas or Organizations (within a four-year period):
First Offense - normally, not less than alcohol confiscated and disposed, loss of specific social privileges, $200 fine, campus restitution hours and probationary status, with possible suspension of social privileges and/or university recognition for one academic year . (Fine doubles if not paid within 5 days.)
Second Offense normally, not less than loss of university housing and/or recognition for one year with possible permanent loss of university recognition.

2010.1.6 Possession of a Keg, Common Alcohol Beverage Container or Excessive Amounts of Alcohol on University-Owned Property or by a Student Organization on or off the Campus

Definition - possession and/or consumption of a keg or any common container containing alcohol or any alcohol beverage container of more than 32 fluid ounces, including party balls, pony kegs and other bulk containers. This includes kegs and multi-serving containers that are empty. Students may not have more than the equivalent of 12 drinks per number of legal age residents in campus housing; one drink is a 12 ounce beer, 4 ounce glass of wine or 2 ounces of liquor.

NOTE: As with all other alcohol violations, kegs and multi-serving containers that are confiscated will not be returned to the student and all claims to deposit refunds are forfeited.

Sanctions - for individuals:
First Offense - normally, not less than container confiscated and disposed of, preliminary suspension or disciplinary suspension with possible permanent separation; $200 fine, 40 campus restitution hours, Alcohol Education Program or Project. (Fine doubles if not paid within 5 days.)
Second Offense - normally, not less than disciplinary suspension for one year with possible permanent separation. Student must complete a Substance Abuse Assessment with results forwarded to Elon for consideration for re-admittance.

Sanctions - for residential areas or Organizations (within a four-year period):
First Offense - normally, not less than alcohol confiscated and disposed, loss of specific social privileges, $200 fine, campus restitution hours and probationary status for up to one academic year, with possible suspension of social privileges and/or university recognition for one academic year . (Fine doubles if not paid within 5 days.)
Second Offense - normally, not less than loss of university housing and/or recognition for one year with permanent loss of university recognition.

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2010.2 Behavior that Endangers the Health & Safety of Self and/or Others

Definition - any behavior which creates a risk of danger to self, others or the university community. Behaviors include but are not limited to propping doors to residence halls; playing alcohol drinking games, rapid consumption of alcohol, extreme intoxication, or not calling for medical assistance when a fellow student is at risk due to alcohol or drugs; throwing objects from windows or balconies; water balloon fights; disclosure and/or use of residence hall/Greek house combinations or door access cards by an individual other than a resident of the community; failure to evacuate a building during a fire alarm; and being on the roof of any buildings.

Sanctions

First Offense - normally, not less than disciplinary probation with possible disciplinary suspension for one year; $150 to $300 fine, 15 campus restitution hours and restitution, educational program or project, Substance Abuse Assessment and completion of recommendations.

Second Offense - normally, not less than disciplinary suspension with possible permanent separation; $200 to $400 fine, 25 campus restitution hours and restitution, educational program or project, Substance Abuse Assessment and completion of recommendations.

Third Offense - normally, not less than permanent separation.

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2010.3 CHEATING

Definition - The possession, receipt, use or solicitation of unauthorized materials, information, notes, study aids or other devices in any academic exercise. This definition includes unauthorized communication of information before, during and after an academic exercise.

Scope - all encompassing. Examples: This includes, but is not limited to, the following:

a. Copying from another student's paper or test or receiving any unauthorized assistance on any assignment or exam.

b. Possessing, buying, selling, removing, receiving or using at any time or in any manner not previously authorized by the instructor a partial or complete copy of any exam or other materials intended to be used as an instrument of evaluation in advance of their administration.

c. Using any material or equipment not authorized by the instructor during a test or other academic evaluation.

d. Attempting to influence or change an academic evaluation, grade or record by deceit or unfair means, such as (1) damaging the work of another student to gain an unfair advantage (2) marking or submitting an exam or other assignment in an attempt to deceive the grading system.

e. Submitting, without prior permission, the same academic work which has been submitted in identical or similar form in another class in fulfillment of any other academic requirement at the university.

f. Permitting another person to substitute for one's self for any type of academic evaluation.

g. Gaining an unfair advantage on any assignment by destroying, hiding or unauthorized removal of materials intended for the use of all (library resources, etc.).

h. Collaborating with other students on projects, processes and/or papers where such collaboration has been forbidden by the instructor.

Sanctions

Course related response - sanctions related to the course in which the violation occurred, including the course grade with an optional "honor code F", will be assigned by the professor.

Institutional response - Academic Censure with notification letter to parents/guardians; sanctions resulting from egregious or multiple honor code violations will be determined by the associate vice president for academic affairs. These sanctions may include preliminary suspension, disciplinary suspension or permanent separation from the university.

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2010.4 Destruction or Defacing of Property

Definition

Against an Individual - destruction of and/or damage to an individual's personal property.

Against the University - destruction, damage or defacement of university property including, but not limited to, walking on roofs of university buildings, being on balconies; defacing structures, equipment and facilities; parking/driving on grass and sidewalks; grinding or rail sliding with skates or skateboards; littering; and removing window screens.

Sanctions

Against an individual - normally, not less than disciplinary probation or more than disciplinary suspension; 15 campus restitution hours, restitution and replacement of property, and loss of housing.

Against the University - normally, not less than disciplinary probation and possible disciplinary suspension; loss of campus housing and restitution.

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2010.5 Disorderly Conduct

Definition - conduct which is offensive or annoying to others or is disruptive of the rights of others. This includes, but is not limited to, intentionally preventing others from listening or presenting their ideas in class; excessive noise; public urination or defecation; horseplay, practical jokes, hiding from university officials, hall sports and general annoyances. (Cell phones and pagers must be turned off or set to vibrate and may not be used in classrooms, during convocations, or public lectures, etc.) Offenses that occur in the classroom may result in temporary or permanent suspension from the class, pending the outcome of a hearing.

Sanctions

First Offense - normally, not less than official warning and possible disciplinary suspension; 15 campus restitution hours, educational program or project. Temporary or permanent suspension from a class may result when the offense occurs in a class or is class-related.

Second Offense - normally, not less than disciplinary probation and possible disciplinary suspension; educational program or project, 25 campus restitution hours. Temporary or permanent suspension from the class may result when the offense occurs in the class or is class-related.

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DRUG POLICIES (2010.6)

The possession, use (without a legal prescription) and/or distribution of controlled and illegal substances by any member of the Elon University community is strictly prohibited (regardless of laws when visiting another country). Please note that those individuals who are involved in any drug-related violation are subject to criminal action, as the university may report these individuals to the legal authorities. Students convicted of any offense involving the possession or sale of a controlled substance may also be deemed ineligible to receive Financial Aid.

2010.6.1 Possession, Use, Distribution and/or Sale of Controlled or Illegal Substances

Definition - the illegal possession, use, distribution, and/or sale of controlled or illegal substances. This includes possession or use of prescription drugs without a valid medical prescription and use of (or intent to use) substances for purposes or in manners not as directed.

Sanctions - Illegal possession or use
First Offense - normally, not less than preliminary suspension with possible permanent separation; $200 fine, 25 restitution hours, Substance Abuse Assessment and completion of recommendations, and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Second Offense - normally, permanent separation from the university.

Sanctions - Illegal distribution or sale
First Offense - permanent separation from the university.

2010.6.2. Possession of Drug Paraphernalia

Definition - possession and/or use of drug paraphernalia, including, but not limited to, roach clips, bongs, hookahs, blow tubes, papers, scales or any material or apparatus containing drug residue.

Sanctions
First Offense - normally, not less than preliminary suspension with possible disciplinary suspension; $100 fine, 15 campus restitution hours, Substance Abuse Assessment, and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Second Offense - normally, not less than disciplinary suspension with possible permanent separation; $200 fine, 25 campus restitution hours, Substance Abuse Assessment and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)

2010.6.3 Accessory to Drug Use, Possession or Sale

Definition - being in the presence of or aiding and abetting the possession, sale or use of controlled or illegal substances.
Scope - all encompassing on campus and including off-campus events and activities sponsored by the University or student organizations.

Sanctions
First Offense - normally, not less than disciplinary probation with possible permanent separation; $100 fine, 15 campus restitution hours, Substance Abuse Assessment, and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Second Offense - normally, not less than disciplinary suspension with possible permanent separation; $200 fine, 25 campus restitution hours, Substance Abuse Assessment and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)

2010.7 FACILITATING ACADEMIC DISHONESTY

Definition - Helping or attempting to help another person commit an act of academic dishonesty.

Scope - all encompassing. Examples: This includes, but is not limited to, the following:

a. Providing assistance to another during an exam or on another assignment in a manner not authorized by the instructor.

b. Acting as a substitute for another in any type of academic violation.

c. Providing specific information about a recently given test, exam or other assignment to another student who thereby gains an unfair advantage in an academic evaluation.

d. Permitting one's academic work to be represented as the work of another including allowing another student to copy one's work to submit for a grade.

e. Preparing for sale, barter or loan to another such items as unauthorized papers, notes, abstracts of lectures or readings.

Sanctions

Course related response - sanctions related to the course in which the violation occurred, including the course grade with an optional "honor code F", will be assigned by the professor.

Institutional response - Academic Censure with notification letter to parents/guardians; sanctions resulting from egregious or multiple honor code violations will be determined by the associate vice president for academic affairs. These sanctions may include preliminary suspension, disciplinary suspension or permanent separation from the university.

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2010.8 Failure to Comply with the Directive of a University Official

Definition - direct disobedience of a lawful order of a university employee (including, but not limited to, assistant directors, resident area coordinators, resident assistants, housing assistants, house managers, lab supervisors, dining hall personnel, faculty and security staff). This includes, but is not limited to, failure to evacuate a building, campus, or area of campus when so ordered by a university official, refusing to present an ID upon request, failure to comply with a reasonable request of a faculty or staff person, or failure to complete prescribed sanctions as given by an administrative hearing officer or hearing board.

Sanctions

First Offense - normally, not less than official warning with possible disciplinary suspension, 15 campus restitution hours and $50 fine.

Second Offense - normally, not less than disciplinary probation with possible permanent separation, 25 campus restitution hours and $100 fine.

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2010.9 Fighting or Acts of Physical Aggression

Definition - an encounter with blows or other personal violations between two or more persons. This includes but is not limited to pushing, hitting, kicking, spitting wrestling, pulling hair, etc.

Sanctions

First Offense - normally, not less than disciplinary probation with possible disciplinary suspension; $100 fine, 25 campus restitution hours, and Counseling Assessment and completion of recommendations.

Second Offense - normally, not less than disciplinary suspension with possible permanent separation; $200 fine, 50 campus restitution hours, and Counseling Assessment and completion of recommendations.

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2010.10 Fire Setting and Arson

Definition

Fire Setting - lighting a fire without authorization.
Arson - setting fires with the intention of destroying property.

Sanctions

Fire Setting - normally, not less than disciplinary suspension with possible permanent separation; $200 fine, restitution, and loss of university housing.
Arson - permanent separation.

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2010.11 Firearms and/or Weapons

Definition - the possession or use, whether openly or concealed, of any weapon or ammunition is strictly prohibited. This includes, but is not limited to: guns, rifles, pistols, bullets, explosives, BB guns, airsoft guns, paint pellet guns, bow and arrows, sling shots, bowie knives, daggers, switch-blade knives, metallic knuckles, throwing stars, knives of more than six inches when opened and any other weapon of any kind while on university-owned property or at university-related events.

Sanctions - Possession of firearms or weapons:
First Offense - normally, not less than preliminary suspension with possible permanent separation; weapon confiscated, immediate loss of campus housing and 50 campus restitution hours.
Second Offense - normally, not less than disciplinary suspension and possible permanent separation.

Sanctions - Use of firearms or weapons:
First Offense - normally, not less than disciplinary suspension and possible permanent separation.
Second Offense - permanent separation.

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2010.12 Fireworks

Definition - the possession and/or use of fireworks on university owned or leased property or at university or student sponsored events.

Scope - all encompassing on campus and including off-campus events and activities sponsored by the University or student organizations.

Sanctions
First Offense - normally, not less than fireworks confiscated, disciplinary probation with possible disciplinary suspension; $100 fine, 15 campus restitution hours.
Second Offense - normally, not less than preliminary suspension with possible disciplinary suspension or permanent separation; $200 fine, 30 campus restitution hours, loss of campus housing.

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2010.13 Fraud

Definition - a false representation which is intended to deceive another. Falsifying statements, records and forms. This includes but is not limited to computer applications, cable television, telecommunications equipment, presenting another person's ID or Phoenix Card number for identification for meals or purchases or allowing another person to use Phoenix Card; and manufacturing, altering or falsifying an official identification card or possession and/or use of a fake identification card.

Sanctions
First Offense - normally, not less than disciplinary probation with possible disciplinary suspension; $100 fine, 15 campus restitution hours and loss of campus housing.
Second Offense - permanent separation.

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2010.14 Gambling

Definition - to play, or game, for money or other valuable stakes with the hope of gaining something significant beyond the amount an individual pays.

Scope - all encompassing on campus and including online gambling and off-campus events and activities sponsored by the University or student organizations (subject to state and federal laws).

Sanctions - not less than disciplinary probation with possible disciplinary suspension, educational program or project, Counseling Assessment and completion of recommendations.

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2010.15 Guests and Visitation

Definition - The university visitation policy applies to all students and guests and rests on the basic principle of consideration for roommates and other residents of your floor, suite/flat or apartment or Loy Center houses. A guest is defined as anyone who is present at the invitation of a student or anyone who is received or accompanied by a student on university owned or leased property.

In order to ensure the safety and comfort of all residents, students may not leave guests unattended in their residence hall, apartment, or common area at any time. Students must escort their guests at all times, including trips to the bathroom in halls with community single sex bathrooms.

Students are responsible for educating their guest(s) regarding university policies and are accountable for the behavior and actions of their guest(s). Students will be charged with violating the Visitation Policy and all other policies their guest(s) violate, as if the student(s) violated the policies themselves. Non-student guests are also subject to criminal prosecution for violation of campus policies and state and federal laws. Students are responsible for all guest activities and incidents occurring on university owned or leased property. Guests with repeat or serious violations of campus policies may be permanently trespassed from campus and may be subject to criminal prosecution.

Same-sex Guests
Students may have same-sex overnight guests (friends or family from out of town or Elon students) no more than three days/nights per week, not more than four nights within any 30 day period, and with prior approval of roommate(s). Same-sex guests not staying overnight will follow the visitation hours below.

Opposite-sex Guests
Guests/students of the opposite sex may not stay overnight in the residence halls. Students may have visitors of the opposite sex during the visitation hours below:
Sunday - Thursday: 10 a.m. until 12:30 a.m.
Friday - Saturday: 10 a.m. until 2:00 a.m.

Freshmen and sophomores living in Elon University apartments will abide by the above policy. Juniors and seniors living in Elon University apartments may have 24-hour visitation seven days a week, yet not more than four nights within any 30 day period, and with prior roommate approval.

Suite and flat lounges/living rooms and Pavilion 2nd floor lounges are open during visitation hours only. West Parlor, Harden Dining, and International and Honors Pavilion classrooms and foyer are open to residents and their guests 24 hours a day when school is in session. Danieley Center Commons is open to residents and their guests from 8 a.m. - 2 a.m. Loy Center great rooms are open to organization members and their guests 24 hours a day when school is in session.

Scope - all encompassing on university owned or leased property.

Sanctions
First Offense - normally, not less than official warning and $25 fine.
Second Offense - normally, not less than disciplinary probation with possible preliminary suspension; $50 fine, 10 campus restitution hours.
Third Offense - normally, not less that preliminary suspension with possible disciplinary suspension and/or loss of university housing; $100 fine, 20 campus restitution hours.
Fourth Offense - normally, not more than disciplinary suspension; $200 fine.

NOTE: Minimum sanction for having guests overnight is Official Warning.

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2010.16 Harassment

Definition - the threatening of or verbal abuse directed toward any member of the university community. This includes, but is not limited to, stalking, communication of a threat, defamation of character, use of profanity, verbal assaults, indecent language or images on a telephone or computer, and derogatory, sexist or racist remarks or any behavior that puts another member of the university community in a state of fear or anxiety or might be perceived as jeopardizing the physical, moral or scholastic well-being of any individual. Offenses that occur in a classroom may result in temporary or permanent suspension from a class, pending the outcome of a hearing.

Sanctions

First Offense - normally, not less than disciplinary probation with possible permanent separation; 25 campus restitution hours, educational program or project, and Counseling Assessment with completion of recommendations. Temporary or permanent suspension from a class may result when the offense occurs in a class or is class-related.

Second Offense - normally, not less than disciplinary suspension with possible permanent separation. Temporary or permanent suspension from a class may result when the offense occurs in a class or is class-related.

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2010.17 Hazing

Definition - to annoy any person (or aid or abet) by playing abusive or ridiculous tricks upon him/her, to subject anyone to personal indignity or danger, or to use peer pressure or innuendo to cause involuntary exercises, personal servitude, etc.

Sanctions

Individuals - normally, not less than preliminary suspension with possible permanent separation; educational program or project, and campus restitution hours.

Organizations - normally, not less than loss of campus housing and suspension of official university recognition for one academic year with possible permanent removal of official university recognition.

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2010.18 Host Responsibility

Definition - Students residing in University-owned or managed residences are responsible for all conduct that occurs in their residence including ensuring the safety, well-being and conduct of their guests, whether invited or uninvited. This includes hosting events or gatherings where alcohol is available for underage students, students drink to excess, or use illegal drugs. Student hosts may be held responsible for damages to the community, students jumping from windows, etc. Also, students are not allowed to host more guests than is reasonable for each type of "living unit". (Two person rooms may have no more than six total at any time – four person suites may have twelve total – eight person flats/apartments may have 20 total, etc.)

Sanctions

First Offense - normally, not less than alcohol confiscated and disposed of, disciplinary probation; $150 fine, alcohol or other education program or project, and possible Substance Abuse Assessment with completion of recommendations.

Second Offense - normally, not less than alcohol confiscated and disposed of, preliminary suspension or disciplinary suspension, Substance Abuse Assessment with completion of recommendations, 30 campus restitution hours and $300 fine.

Third Offense - normally, disciplinary suspension for one year.

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2010.19 Laws of the Wider Society and Student Behavior at Off-Campus Sites

All students are required to abide by the laws of local, state and national governments and are subject to judicial action by the university for violation of any of the laws. This includes Town of Elon ordinances. University sanctions may be assessed to students through the Honor Code for student behavior that adversely affects self or others at off-campus sites or disrupts the community. University judicial action does not preclude the possibility of civil or criminal charges being placed against an individual nor does the filing of civil or criminal charges preclude action by the university.

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2010.21 Lying (Social Policy)

Definition - the making of a false statement to any member of the university community (student, faculty or staff) with the intention of deceiving.

Sanctions
First Offense - normally, not less than disciplinary probation with possible disciplinary suspension; 15 campus restitution hours, educational program or project.
Second Offense - permanent separation.

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2010.20 Lying (Academic Policy)

Definition - Any oral or written statement misrepresenting the truth.

Scope - all encompassing. Examples: This includes, but is not limited to, the following:

a. Making a false statement in an attempt to gain advantage or exception.

b. Falsifying evidence or testifying falsely.

c. Inventing or counterfeiting data, research results, research procedures, experiences or any other information.

d. Citing a non-existent source or a source not actually consulted for referenced material/data.

e. Altering any official academic record.

f. Submitting a false excuse for absences.

Sanctions

Course related response - sanctions related to the course in which the violation occurred, including the course grade with an optional "Honor Code F", will be assigned by the professor.

Institutional response - Academic Censure with notification letter to parents/guardians; sanctions resulting from egregious or multiple honor code violations will be determined by the associate vice president for academic affairs. These sanctions may include preliminary suspension, disciplinary suspension or permanent separation from the university.

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2010.22 Misuse of University Property

Definition - the unauthorized use of university property including, but not limited to, use of university keys, duplication of university keys or unauthorized use of university spaces, university vehicles or university equipment.

Sanctions - normally, not less than disciplinary probation with restriction or removal of privileges and possible permanent separation; educational program or project.

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2010.23 Morals and Decency Offenses

Definition - including, but not limited to, violations of the following: actions, images, words or data which are indecent, abusive, profane, harassing or sexually offensive whether via telephone, e-mail, audio, film, video, printed materials, homepages, or online social networks; peeping Tom, public nudity and indecent exposure.

Scope - all encompassing on or off-campus and including online technology and events and activities sponsored by the University or student organizations.

Sanctions
First Offense - normally, not less than disciplinary probation with possible permanent separation; 15 campus restitution hours, Education Program or Project, Counseling Assessment and recommendations.
Second Offense - normally, not less than disciplinary suspension and possible permanent separation.

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2010.24 Off-Campus Parties

Definition - Students residing in off-campus residences are responsible for ensuring the safety, well-being and conduct of their guests, whether invited or uninvited. This includes hosting events or gatherings where alcohol is available for underage students, students drink to excess, or use illegal drugs.

Sanctions

Sanctions will be determined by the cumulative effect of all social policy violations. For example, students may be charged with violations of the alcohol and drug policies of the university as presented in this handbook. Students should familiarize themselves with state social host liability laws, to which they are subject. Also, refer to Laws of Wider Society and Student Behavior at Off-campus Sites.

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2010.25 Plagiarism

Definition - Presenting the work or ideas of another as one's own (i.e. without proper acknowledgment of the source). The sole exception to the requirement of acknowledging sources is when the ideas or information are common knowledge. Any student must be thoroughly familiar with methods for documenting the use of another person's sentences, arguments or ideas.

Scope - all encompassing. Examples: Plagiarism includes, but is not limited to, failure to do the following:

a. Direct quotation. Any direct quotation of any portion of any source must be placed in quotation marks and properly attributed to its author, using documentation in accordance with the requirements of the appropriate current style manuals. The following example, which uses MLA style (other styles may be used in different classes), shows how a direct quotation is properly acknowledged:

In her book titled The Subject of Semiotics, Kaja Silverman points out that "Madame Bovary places ... an insistent emphasis on the cultural sources from which ideal images derive - churches, schools, the marketplace, literature - [which] may help to clarify for us that ideal representations are always socially mediated." (From Kaja Silverman, The Subject of Semiotics, New York: Oxford UP, 1983, p.161).

b. Paraphrase. Prompt acknowledgment is required when material from any source is paraphrased or summarized in whole or in part in one's own words.

To acknowledge a paraphrase properly, one might state: "To paraphrase Locke's comment..." or "According to Rousseau...," and conclude with a citation identifying the exact reference.

c. Attributing any ideas, research results, procedures or concepts not one's own to the original source.

When referring to another's work, proper credit must be given to the source, even if one neither paraphrases nor quotes directly from that work. A footnote or an endnote should fully identify that source.

The way in which a student and/or researcher chooses to handle this point in particular has a direct bearing on the integrity of the community in which s/he operates. This point should therefore be given careful consideration when preparing any paper or doing any type of research.

Sanctions

Course related response - sanctions related to the course in which the violation occurred, including the course grade with an optional "Honor Code F", will be assigned by the professor.

Institutional response - Academic Censure with notification letter to parents/guardians; sanctions resulting from egregious or multiple honor code violations will be determined by the associate vice president for academic affairs. These sanctions may include preliminary suspension, disciplinary suspension or permanent separation from the university.

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2010.26 Possession of Lost or Stolen Property

Definition - this includes, but is not limited to, the possession of property reported or known to be lost or stolen, regardless of the item's place of origin. Possession of traffic cones, signs, markers, and/or other Department of Transportation materials are strictly prohibited.

Sanctions

First Offense - normally, not less than disciplinary probation and restitution with possible disciplinary suspension; educational program or project.

Second Offense - normally, not less than disciplinary suspension with possible permanent separation; educational program or project.

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SEXUAL OFFENSES (2010.27)

2010.27.1 Sexual Harassment

Definition - unwelcome sexual advances, requests for sexual favors, or other physical and expressive behavior of a sexual nature that creates an intimidating or offensive environment. May include slurs, threats, derogatory or suggestive comments, unwelcome jokes, exposure to sexually-oriented literature or pictures, teasing or sexual advances and other similar verbal or physical conduct, including e-mail, phone calls or other online communications Any comments or behaviors that are hurtful or derogatory to a specific gender or orientation via any medium (bodily, print, verbal, telephone, electronic, etc.) are prohibited. (See the Sexual Harassment in the General Policies section for additional information.)

Sanctions
First Offense - normally, not less than disciplinary probation with possible permanent separation; Counseling Assessment with completion of recommendations, and campus restitution hours.
Second Offense - normally, not less than disciplinary suspension and possible permanent separation.

2010.27.2 Non-Consensual Sexual Acts

Definition - the use of force or perceived force to coerce a person into performing sexual acts against his/her will, or not forcibly or against that person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity; or any groping, touching, or fondling of another against his/her will or not against that person's will where the victim is incapable of giving consent. Any attempted or actual sexual contact directed against another person by a student in the direct absence of clear and voluntary consent.

Sanctions
First Offense - normally, not less than disciplinary probation with possible permanent separation; Counseling Assessment with completion of recommendations, and campus restitution hours.
Second Offense - normally, not less than disciplinary suspension and possible permanent separation.

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2010.28 Stealing (Social Policy)

Definition - the unauthorized taking of property from the possession of another person or the university. This includes, but is not limited to, taking another's belongings, the unauthorized possession of parking decals or consumption of food. See the Academic Policies for the policy on Academic Stealing or Vandalism.

Sanctions

First Offense - normally, not less than preliminary suspension and loss of campus housing with possible disciplinary suspension; educational program or project.

Second Offense - permanent separation.

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2010.29 Stealing or Vandalism (Academic Policy)

Definition - Taking, attempting to take or withholding the property of another person or the university, thereby permanently or temporarily depriving the owner or other students of its use or possession.

Scope - all encompassing. Examples: These include, but are not limited to the following:

a. Unauthorized removal or possession of library materials, examinations, computer programs, etc.

b. Taking or possessing another's academic work or materials without permission or proper credit.

c. Defacing or destruction of academic property.

Sanctions

Course related response - sanctions related to the course in which the violation occurred, including the course grade with an optional "Honor Code F", will be assigned by the professor.

Institutional response - Academic Censure with notification letter to parents/guardians; sanctions resulting from egregious or multiple honor code violations will be determined by the Assistant Vice President of Academic Affairs. These sanctions may include preliminary suspension, disciplinary suspension or permanent separation from the university.

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2010.30 Swimming, Wading or Skating in Restricted Areas

Definition - swimming, wading, or skating in or on Lake Mary Nell, Lake Verona, Boney Fountain, Chandler Fountain or Fonville Fountain.

Sanctions - normally, not less than an official warning and possible disciplinary probation; campus restitution hours, educational program or project.

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2010.31 Tampering with Fire and/or Life Safety Equipment

Definition - this includes, but is not limited to, tampering with or removing smoke detectors, fire alarms, fire extinguishers, exit signs or other life safety equipment, as well as the breaking of pull station or fire extinguisher covers, unless the situation warrants such action. This also includes pulling and/or causing a false fire alarm to be pulled.

Sanctions

First Offense - normally, not less than preliminary suspension and possible permanent separation; the immediate loss of campus housing, $100 fine, 25 campus restitution hours and educational program or project.

Second Offense - normally, not less than disciplinary suspension and $200 fine and possible permanent separation.

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TECHNOLOGY POLICIES (2010.32)

Elon University promulgates ethical and responsible uses of technology and has identified four core values related to technology, ethics, and personal responsibility. These are safety, caretaking, originality, and civility. The University has strong expectations that students' behavior in the use of technology will be guided by these values and that the university's resources will be used in a responsible manner which supports the mission of the university and the law. A full explanation of these values is given at http://www.elon.edu/e-web/students/handbook/TERP.xhtml and by reference is made a part of the Student Handbook. Failure to uphold these values and related policies may result in serious judicial repercussions and loss of computing privileges.

Students are expected to review and become familiar with the University's technology policies and to abide by and uphold these policies. The complete policies may be accessed at http://www.elon.edu/technology/about-policies.html. (Be sure to review the Acceptable Usage, Account Management, Network Connection, and Password policies.) Students are accountable for these policies, as well as the four technology policies presented below.

2010.32.1 Cyber Communities and Online Social Networks

Definition - Elon University recognizes participation in cyber communities (Facebook, My Space, Xanga, Live Journal, Webshots, Second Life, World of Warcraft, etc.) is significant and can be used in positive ways to build community on and off campus. However, these outlets may also be used in inappropriate and harmful ways. Elon expects students who choose to utilize cyber communities/online social networks to exercise discretion and uphold standards of good taste and respect. Students found violating University policy, as well as local, state and federal laws in these cyber communities may be held accountable through the student judicial system and/or the court system. Students are also responsible for any content on their personal online space that is submitted to their site by individuals affiliated and not affiliated with the institution.

Students who participate in cyber communities and/or online social networks are advised to follow established safety practices. Students should set privacy features to restrict access to their profiles and pictures to friends, and should not accept a "friend" request from someone who is unfamiliar or who the student cannot identify. The University also discourages the inclusion of personally identifying information in personal profiles such as, but not limited to address (including campus address), class schedule, cell/home phone number, AIM screen names, e-mail addresses, and birth date (omit year). Information published in the public domain can result in negative safety, judicial, legal, personal and professional consequences. Students are advised that administrators, parents, law enforcement personnel, future employers and even predators may view this information. These public online spaces are open to an international audience and should be regarded as public information.

2010.32.2 E-Mail

Definition - Elon University encourages the appropriate use of e-mail. However, e-mail is a privilege, and certain responsibilities are attached to its use. All users are expected to adhere to bounds of decency, law, ethics, common sense and good taste in e-mail communications. Individuals and university-sanctioned student organizations must comply with the Elon University E-mail Policy as well as all local, state and federal laws. (https://wiki.elon.edu/display/TECH/E-mail+Policy)

2010.32.3 Videotaping, Audio Taping, and Photography Without Consent

Definition - videotaping, audio taping, or photography (camera and video phones included) of students, faculty or staff without their express consent.

2010.32.4 World Wide Web

Definition - individuals and university-sanctioned student organizations must comply with the Elon University Web Policy as well as all local, state and federal laws for material on the university Web site. Check the Web policy (https://wiki.elon.edu/display/TECH/Web+Policy) for the full text of the policy along with information on style and content.

Sanctions

First Offense - normally, not less than official warning, loss of computing privileges on a temporary basis and possible loss of privilege to exhibit a web site or use university email.

Second Offense - normally, not less than disciplinary probation or preliminary suspension, suspension or expulsion from Elon's **computing facilities and possible permanent loss of technology privileges.**

Third Offense - normally, disciplinary suspension or permanent separation. Also, students found in violation of University policy as well as local, state and federal laws may be held accountable through the student judicial system and/or the legal system.

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2010.33 Unauthorized Occupancy of a Residence Hall

Definition - commuter students or non-students who stay in the residence halls without proper authorization from the Residence Life Office, or resident students who allow non-students or commuters to stay in their rooms or suites for an extended period of time above and beyond the guidelines as stated in the Guest and Visitation Policy. This does not apply to an illegal room change of a resident student.

Sanctions
First Offense - normally, not less than disciplinary probation; restitution and campus restitution hours.
Second Offense - normally, not less than preliminary suspension nor more than disciplinary suspension and loss of campus housing; campus restitution hours and educational program or project.

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Reporting Suspected Violations

This page contains information on reporting suspected honor code violations, including **academic policy** and **social policy** violations.

Because judicial proceedings for social and academic policy violation charges are to be conducted expeditiously, prompt reporting (within two weeks of the incident) is encouraged. The length of time between the incident and when it is reported is a consideration in whether the University will pursue charges. Reports received 6 months or more after an incident will normally not be considered for adjudication. Students will not be penalized or discriminated against in any way for reporting incidents, but any student who knowingly files a false or malicious complaint may be charged with lying under the social policies. Judicial proceedings will be fair and as expeditious as possible.

Academic Policies

Elon faculty members who suspect a student or students of violating academic policies will schedule an appointment with the students/s (either individually or as a group, to be determined by the professor). Elon students who witness an academic violation are expected to report the violation to the faculty member, along with any information to substantiate their charge.

During the initial meeting with the student, the professor will explain the basis of the academic policy charge and share any supporting information. The purpose of this meeting is to make sure the student understands the professor's charges. It is not for the student to challenge the charges or attempt to negotiate sanctions. The student will sign a form indicating that he/she will or will not take responsibility for the offense.

The form and instructions for reporting an academic policy violation can be found here.

Social Policies

Any member of the Elon University community can report a violation of campus policies by filing an Elon University Incident Report with the Office of Judicial Affairs, Moseley Center 211. The incident will be investigated, and if disciplinary charges are warranted, it will be referred to the appropriate administrative hearing officer or honor board.

Click here to return to the Honor System home page.

For information about the judicial process, click here.

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The Judicial Process

The judicial system outlines the steps involved in examining and adjudicating reports of honor code violations. The topics covered in this section are listed below. Detailed descriptions of them follow.

Introduction and Philosophy

Elon University views its role in the administration of institutional policy as one of both ensuring fairness and providing an educational opportunity for the student. This approach protects the campus community by providing a system of sanctions that are educational and hold students accountable for violating university policies. Sanctions are assigned to encourage the growth and development of students and support the practice of responsible behavior in a community. This educational approach requires a need for understanding and self discipline on the part of the student as well as a respect for the rights and privileges of others.

The basic philosophy and principles which guide the Honor System at Elon University are:

- The judicial process is necessary and effective when it furthers the learning experience of a student and/or provides protections for the community of which s/he is a member.
- When campus judicial action becomes necessary, that action should be handled expeditiously and thoroughly.
- The education of students concerning the policies of the university, emphasizing the need to live by those policies in a community of people, is promoted in residence hall meetings, judicial hearings and during any other contact made with individuals charged with violating university policy(ies).
- Consideration will be given to all information relevant to the case. This is to ensure that a fair process and appropriate consideration are extended to all students.

The Elon University judicial system is designed to provide fairness and appropriate consideration for those students charged with violating the policies of the university and/or the wider society. Hearing officers or honor boards will adhere to the following to ensure fairness:

- Hearings are restricted to those directly involved with the incident and those requested to be present by the institution.
- The responding student may bring an advisor from the Elon University community (currently enrolled student, faculty or staff member) to the hearing. Advisors may only counsel the student and may not actively participate in the hearings.
- Family members, attorneys or other legal counsel may not attend or serve as advisors in campus judicial proceedings.
- In cases alleging assault by one student against another, the alleged victim may also bring an advisor from the Elon community (currently enrolled student, faculty or staff member) to the hearing.
- For hearings involving social policies, the student respondent may submit up to three written character references for consideration by the officer or board. The character references will be considered during sanctioning deliberations if the accused student is found responsible for the violation(s).

Elon University hearings, unlike proceedings of a court of law, do not require conclusive proof. Instead, thepreponderance or greater weight of the evidence is sufficient to make a decision of responsible. The student has the right to appeal a hearing decision to either the assistant dean of students or the University Appeals Board, as presented below, depending on the situation.

Victims will be notified of the outcome of campus judicial hearings as permitted by the Student-Right-to-Know and Campus Security Act of 1990 (amended 1998).

Academic Policy Cases

Charges for academic violations (cheating, facilitating academic dishonesty, lying, plagiarism, stealing, or technology violations) will be presented to the student(s) involved in an initial meeting called by the professor. If the student

accepts responsibility, the professor will assign any course related sanctions and forward the paperwork to the associate vice president for academic affairs who will assign institutional sanctions.

If the charged student denies any misconduct, the case will automatically be referred to the Elon Honor Board and the associate vice president for academic affairs will convene the hearing.

An illustration of the judicial process for academic honor code incidents is available here.

Charges reported as allegedly occurring within ten or less days before Reading Day each semester may have to be heard by the board after final exams or during the subsequent semester. At times when a traditional honor board cannot be convened (e.g., late in the semester, summer), students may be offered the option of having their case heard and a decision rendered by an administrative hearing board. Because the composition of an administrative board is different than a traditional hearing board (only three faculty and staff members with no guarantee of student representation), the student involved must agree to voluntarily accept an administrative hearing.

Social Policy Cases

Most social policy violation proceedings are initiated when an Elon Incident Report, Campus Safety and Police report, or Elon Town Police report is received by the Office of Judicial Affairs. Based on the preliminary screening of the report, potential charges are determined. If the incident occurs in a residence hall area or Greek house and involves any of the charges listed below, the incident report is usually referred to a residence life or Greek life professional staff member for investigation and adjudication. Cases that are usually referred to the residence life or Greek life staff for adjudication include:

- Alcohol policy (first and second offenses);
- Behavior which endangers the health and safety of self and/or others;
- Disorderly conduct;
- Failure to comply with a lawful directive of a university official;
- Fighting;
- Gambling;
- Harassment;
- Lying;
- Possession of lost or stolen property;
- Stealing; or
- Swimming, wading or skating in restricted areas.

Violations which involve the following are normally referred to the coordinator of Judicial Affairs or the assistant dean of students:

- All violations for which suspension is the minimum recommended sanction, including incidents where multiple violations have occurred and the composite recommended sanction would be suspension;
- Incidents involving the use, possession or sale of drugs and/or drug paraphernalia;
- Setting fires or tampering with fire and/or life safety equipment;
- Cases dealing with firearms or weapons on campus;
- Incidents that do not occur in a residence area, including official study abroad courses/experiences;
- Possession of a keg or other multi-serving (common) containers;
- Hazing violations;
- Fraud;
- Sexual offenses;
- Cases which involve civil or criminal action against a student;
- Incidents involving students charged with violations that would be considered by the civil/criminal system to be a felony; or
- Cases referred by the residence life staff or any other administrative hearing officer.

After the incident report is assigned, the designated administrative hearing officer will send the student a "Notice of Judicial Conference" letter. This letter will indicate the potential charges and list the deadline by which a student

must schedule his/her conference with the hearing officer. If the student does not respond by the assigned date to schedule a judicial conference or attend the scheduled meeting, then a hearing will be scheduled and the student notified of the date, time and location. If the student does not attend the scheduled hearing, the case will be heard without the student present, a decision will be reached based on the information available, and the student will be notified of the outcome.

In some situations the student may be allowed to accept responsibility for the potential charges and the recommended sanctions without a formal meeting. If given that option, then s/he should contact the administrative hearing officer whose name appears on the letter.

Reported violations of social policies alleged as occurring within ten or less days before Reading Day each semester may be postponed until after final exams.

Judicial Conference

At the judicial conference, the administrative hearing officer will review the potential charges and sanctions then answer student questions regarding the judicial process. The student is given an opportunity to respond to the charges and provide information necessary to determine if and what charges may be appropriate.

At the conclusion of the judicial conference the appropriate course of action will be determined. The outcome of this conference will be to: discontinue judicial action (no charges); postpone a conclusion until additional information has been gathered; set charges and conduct a judicial hearing at that time (if the student waives the 3-day option to prepare for a hearing); set charges and schedule an administrative judicial hearing (usually within three days of the conference); or refer the case to another hearing level.

Based on the information gathered about the incident, the administrative hearing officer may choose to refer the case to the coordinator of Judicial Affairs or assistant dean of students for adjudication. The coordinator of Judicial Affairs or the assistant dean of students may choose to refer the case to the Honor Board. Cases that will be considered for referral to the Elon Honor Board are cases which involve gross violation(s) of community standards or personal violations (fighting, other acts of violence, weapons, drug charges, etc.).

After the charges are set, the student respondent may then choose to accept responsibility for the identified charges have his/her administrative hearing immediately, or schedule a hearing at a future reasonable date, usually within three days.

Administrative Hearing

During the administrative hearing, the hearing officer will ask questions regarding the incident and the responding student's behavior related to the charges. The hearing officer will consider all information the student shares and is available to him/her. If necessary, either the hearing officer or the respondent may postpone the conclusion of the hearing (for a reasonable amount of time) in order to conduct additional investigation. The hearing will conclude with the rendering of a "Responsible" or "Not Responsible" decision and appropriate sanctions if warranted.

Family members, attorneys or other legal counsel may not attend or serve as advisors in campus judicial proceedings. The charged student may bring an advisor from the Elon University community (currently enrolled student, faculty or staff member), but advisors may only counsel the student and may not actively participate in the process. In cases alleging assault by one student against another (including sexual offenses), the alleged victim may also bring an advisor from the Elon community to the hearing.

Appeal of Decision

If a student wishes to appeal the decision of a hearing officer, s/he must submit a letter of appeal to the assistant dean of students by 5:00 pm on the second working day following the rendering of a decision. The guidelines for making an appeal are outlined in the "Appeal Procedures" section.

Elon Honor Board

The Honor Board hears all academic policy violation cases for which the student denies responsibility. It also hears social policy cases referred by the Office of Judicial Affairs which involve gross violation(s) of community standards or personal violations (fighting, other acts of violence, weapons, drugs, etc.). Due to the number of individuals involved in the process, the timeline for scheduling the hearing may be longer than for an administrative hearing, but will still be within a reasonable amount of time.

The Elon Honor Board consists of 12 students (six elected by the student body and six appointed by the SGA President), three of which must be present at the hearing; six faculty (two elected by the Academic Council and four appointed by the provost/vice president for academic affairs), of which two must be present at the hearing; and two Student Life administrators (appointed by the vice president of student life), one of which must be present at the hearing. The associate vice president for academic affairs and assistant dean of students (or their designee) are non-voting members of the Elon Honor Board and act as conveners of the board for academic policy hearings and social policy hearings.

A typical honor board procedure follows this basic outline:

- All witnesses, appropriate faculty members, the responding student, his/her advisor, and the honor board members will meet.
- The assistant dean of students, associate vice president for academic affairs, or his/her designee, serve as conveners of the board, and will stress confidentiality to all participants.
- The witnesses will leave the room and the charge(s) will be read to the student. The student will respond to the charges and state "responsible" or "not responsible" to each charge.
- In an academic hearing, the professor will provide a context for the charges and the accused student will be allowed to make a statement.
- Those witnesses who substantiate the charge(s) will be requested to make statements and respond to questions from board members.
- Those witnesses who can refute the charge(s) will be asked to make statements and respond to questions from board members.
- The charged student and faculty member (if appropriate) will respond to questions from board members.
- The charged student will offer any further information or statement(s) on his/her behalf.
- The charged student, his/her advisor, and faculty (if appropriate) will leave the hearing room, and the honor board members will deliberate and vote "responsible" or "not responsible" on each charge. A majority vote (which shall be by secret ballot) of the voting members of the honor board is required for a decision.
- The charged student and his/her advisor will return to the hearing room, and the decision will be shared.

For academic policy cases when a student is found responsible for the violation(s):

- The faculty member bringing charges will determine any course or grade related sanctions.
- The associate vice president of academic affairs will assign institutional sanctions.
- The assigned sanctions will be communicated to the student through the associate vice president of academic affairs.

For social policy cases when a student is found responsible for the violation(s):

- The student will be allowed to make a closing statement or offer any comments for consideration in the imposition of sanctions before leaving the hearing room.
- Board members will be given information concerning any prior offenses and written character references (if presented by the charged student). The board may consider prior offenses and sanctions solely for the purposes of determining the appropriate sanctions to be imposed.
- The board will discuss all information available and determine appropriate sanctions.
- The charged student and his/her advisor will return to the hearing room, and the sanctioning decision will be shared.
- The board or convener will provide an explanation of the appeals procedure as outlined in this handbook.

All board hearings will be audio-recorded. Audiotapes will be erased if there is no appeal of the hearing board decision or within six days of the conclusion of the appeals process. Audiotapes will remain the property of Elon University. Elon University board hearings, unlike proceedings of a court of law, do not require conclusive proof.

Instead, the preponderance (or greater weight) of the evidence is sufficient to make a decision of responsible. The student has the right to appeal the decision of the Elon University Honor Board to the University Appeals Board.

Involuntary Withdrawal

The president, provost/vice president for academic affairs, vice president for business, finance and technology, vice president for student life, or persons functioning under their direct authority, may carry out immediate, involuntary withdrawals concerning the conduct of a student. In extreme cases, prompt and decisive action may be required before there is an opportunity to conduct a hearing, as in cases in which a student's continued presence on campus substantially impedes the orderly functioning of the university or constitutes an immediate threat to the well-being or property of members of the university community or if the student requires more supervision than the university staff can reasonably provide. Students withdrawn involuntarily shall have a prompt meeting with the vice president for student life or his designee to review the behavior which forms the basis for the student's withdrawal. In some cases the student may be required to reside off campus and/or be given restricted access to the campus without being involuntarily withdrawn pending the outcome of the hearing.

Withdrawal in Lieu of a Hearing

Under certain conditions, the vice president for student life may agree that a student charged with violating an Honor Code policy may withdraw from the university rather than face a judicial hearing. A student must request such an option in writing and must stipulate that the petition is voluntary. Students approved to withdraw in lieu of a hearing may neither be physically present on the Elon campus, nor participate in Elon University sponsored activities, programs or events either on or off the campus, without the explicit approval of the vice president, assistant vice president, or assistant dean for student life.

Students approved to withdraw in lieu of a hearing may not be eligible to re-apply to Elon University in the future. A student withdrawing in lieu of facing a judicial hearing must have the clearance of the vice president for student life before s/he may apply for readmission to the university. Re-admitted students will be on preliminary suspension upon return and may be required to meet other conditions to continue enrollment.

Judicial Cases Involving Student Organizations

Judicial cases involving student organizations will be adjudicated by the assistant dean of students. A letter identifying the basic incident in question and charges of potential honor code violations and/or institutional policies will be sent to the President or appropriate leader of the student organization. A hearing date will be scheduled, and the process will mirror the process for individual students. The assistant dean of students may consider recommendations for determination of responsibility/non-responsibility and sanctions from judiciaries such as the Interfraternity Council Honor Board, the Panhellenic Council Honor Board, Sports Club Council, etc. The assistant dean of students will make the final decision.

An organization may request to appeal the decision of the assistant dean of students to the assistant vice president for student life on the grounds of: the discovery of new and substantial information relevant to the outcome of the decision, excessiveness of sanction, and/or substantial violation of procedures to ensure a fair representation of the case by the student organization. The written request for an appeal must be received in the Office of Student Development by 5 p.m. on the second working day after the initial decision is rendered.

Sanctions for student groups may be made known to the campus and public.

NOTE: This university judicial system may be subject to change without notice in cases involving civil or criminal prosecution.

Student Rights

When charged with violating the University honor code (academic and/or social policies) students have specific rights. Students are entitled to:

- have a written statement of the charges.
- have written notice of the date, time and place of the hearing. (This right may be waived by the charged.)
- have the hearing postponed for good cause. (Request for postponement must be made no less than two days prior to the scheduled time of the hearing and must be made in writing to the judicial officer.)
- have an advisor from within Elon University's faculty/staff/student community.
- hear and respond to the information that supports the charges against him/her.
- provide information on his/her own behalf.
- obtain witnesses on his/her own behalf.
- question witnesses present at honor board hearings.

Students who have questions about their rights should contact:

For Academic Policy cases:

Dr. Mary Wise
Associate Vice President of Academic Affairs

For Social Policy cases or general questions regarding the honor system:

Ms. Jodean Schmiederer
Assistant Dean of Students

Elon University, Elon, NC 27244
336.278.2000

Sanctions

Warning/Probation/Suspensions

NOTE: Students sanctioned with Preliminary Suspension or Disciplinary Suspension **lose the privilege of participating in Study Abroad programs for one year** (from date of incident). All deposits or payments for Study Abroad will be forfeited without reimbursement. Students also **lose the right to hold a leadership position for one year** (from date of incident) for any student club/organization or university program. For this level of offense, judicial records are maintained by the university for five years and may be damaging when applying for graduate school or employment.

Students are not considered to be in "good standing" with the university until all sanctions are completed. Students who do not complete sanctions by the assigned due date may have sanctions increased or may be charged with "Failure to Comply with the Lawful Directive of a University Official." Sanctioning levels will increase and may result in more serious consequences.

Academic Censure

Censure is the minimum sanction assigned for academic policy violations. A disciplinary record will be created and maintained in the Office of Judicial Affairs. The file will contain all documents pertaining to the incident and judicial process. A letter will be sent home to the parent(s) or legal guardian(s) of a student placed on academic censure.

Reprimand

An incident may be considered to be minor and spontaneous in nature (no planning or pre-meditation) by the student. The reprimand is notification to the student that s/he has been found responsible for a violation and that any other violations of university regulations for which the student is found responsible will result in more serious sanctions. A reprimand remains in effect for one calendar year. If there are no additional violations during that time, the reprimand is removed from the student's record.

Official Warning

The official warning is notification to the student(s) that s/he has been found responsible for a violation and that any other violations will result in more serious sanctions. An incident may be considered to be mild in nature and outcome but one that could have negatively influenced/affected the community. Official warning is a statement to the student(s) that s/he needs to reevaluate his/her behavior before serious action has to be taken. If the violation involves drugs or alcohol, a letter will be sent to the parent(s)/guardian(s) with notification of the Official Warning.

Disciplinary Probation

A probationary status, imposed for a specific time period, during which a student is expected to show a positive change in behavior. A letter is sent home to the parent(s) or legal guardian(s) of a student placed on disciplinary probation with notification of probationary status. Any alcohol and/or drug violations will be specified in this letter to the parents. Any violations occurring during the probation period will likely result in Preliminary Suspension or Disciplinary Suspension.

Preliminary Suspension

A unique probationary status in which the student is expected to immediately exhibit a marked improvement in behavior or face suspension from the university. The sanction of disciplinary suspension was considered for the student but was not deemed necessary. If the student does not meet all special stipulations associated with the preliminary suspension or if s/he is found responsible of violating any other rule, regulation, policy or law, s/he may be sanctioned with disciplinary suspension from the university.

A letter is sent home to his/her parent(s) or legal guardian(s) with notification of preliminary suspension status. If the

violation involves alcohol and/or drugs, it will be specified in this letter.

See the beginning of this section for institutional policies related to Preliminary Suspension and a student's ability to participate in Study Abroad programs and student leadership positions.

Disciplinary Suspension

The removal of a student from the university for a specific period of time. The student may apply for readmission at the end of that time, but will not be approved unless all other sanction deadlines have been met. It is expected that s/he will make every effort to rectify any previous misconduct by displaying irreproachable behavior in the future. A letter is sent to the parent(s)/guardian(s) with notification of suspension status. Alcohol and/or drug violations will be specified in this letter.

While a student is suspended, s/he may not return to the campus or participate in any programs or activities of the university without written permission from the assistant dean of students for judicial affairs or the assistant vice president for academic affairs. If the student returns to the campus without written permission during the suspension period, his/her eligibility to return to Elon in the future may be jeopardized.

This is the standard sanction for a student with a second academic policy violation. While a student is suspended for academic policy violations, s/he may not enroll in Elon University classes either on or off campus; nor may students transfer credits back to Elon for any course s/he may choose to take off-campus while on suspension.

Suspended students will only be refunded Board and Tuition using the refund schedule outlined in the Academic Catalog. All other fees and charges are forfeited.

When the student returns to Elon, s/he will be on Preliminary Suspension for one year from the return date. If s/he is found responsible of violating any other rule, regulation, policy or law, s/he may be sanctioned with an additional suspension or permanent separation from the university.

See the beginning of this section for institutional policies related to Disciplinary Suspension and a student's ability to participate in Study Abroad programs and student leadership positions.

Permanent Separation

Permanent removal from the university. Students separated from the university will be refunded Board and Tuition only, using the refund schedule outlined in the Academic Catalog. All other fees and charges are forfeited.

If a student is permanently separated from the university, a notation will be made on the official transcript and a letter will be sent to his/her parent(s) or legal guardian(s) notifying them of the separation. Alcohol and/or drug violations will be specified in this letter.

Students who are permanently separated from the university may not return to the campus or participate in any programs or activities of the university without written permission from the assistant dean of students for judicial affairs or the associate vice president for academic affairs. If the student returns to the campus without written permission, s/he may face criminal charges.

Additional Sanctions

Alcohol Education Class

Students found in violation of an Alcohol Policy may be assigned to complete an alcohol education program such as e-chug, College Alc, Alcohol 101 Plus, and/or complete a related educational project. The fee, if any, for these programs is the student's responsibility and must be paid before the program begins.

Campus/Community Restitution Hours

Campus and/or community restitution hours are intended to benefit the individual and the campus (such as working

in a campus office or completing an assigned project). Hours must be completed with an Elon University office or organization unless pre-approved by the Hearing Officer. If a student does not complete the assigned restitution hours by the required date, hours may be increased, a fine may be assessed, and/or student may be additionally charged with Failure to Comply with the Lawful Directive of a University Official.

Counseling Assessment

Students may be required complete a psychological or psychiatric assessment by a certified provider. Students must follow any treatment or referral recommendation resulting from the assessment and provide documentation of compliance. Students are responsible for any cost associated the assessment and treatment.

Educational Sanctions

The administrative hearing officer or hearing board may choose to assign an educational project or task to be completed. Some examples of these sanctions include papers, book reports or program development and implementation. Assignments must be presented to and approved by the hearing officer or designee in order for the sanction to be considered complete. Students may be required to complete a follow-up meeting with the Hearing Officer for this sanction to be considered complete.

Fines

Students may be required to pay a reasonable sum of money as a sanction. Fines double if not paid by due date. Students who do not complete restitution hours by the assigned deadline may be assessed an additional $200 fine.

Loss of Financial Aid

The Higher Education Amendments of 1998 state that any student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance may not be deemed eligible to receive any grant, loan or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified by law.

Loss of University Housing

A student may be removed from residing in university-owned or leased housing as part of an imposed sanction. If a student loses housing privileges, a letter will be sent to his/her parent(s) or legal guardian(s) with notification of his/her housing status. Room rent for the remainder of the student's housing contract period may not be refunded.

Residence Hall/Apartment/Greek House Relocation

A student or group may be required to move to another room, residence hall, apartment, or residence area because of their lack of willingness to live within the rules of his/her present residential community, or uphold university policies. For individuals, this sanction will be assigned in situations where the hearing board or hearing officer believes the student would benefit from a change of environment in order to conform to acceptable group living standards. This includes university-leased housing as well.

Restitution

Reimbursement for damage or loss to person(s) or property or misappropriation of property, either through appropriate repairs or monetary compensation, may be imposed as a sanction.

Substance Abuse Assessment

Students found responsible for alcohol- or drug-related violations may be required to complete an assessment at the Ellington Health and Counseling Center or by a certified substance abuse counselor/provider. Students must follow any treatment or referral recommendations that result from the assessment and forward appropriate additional documentation to Judicial Affairs. Students are responsible for any cost associated the assessment and treatment.

Suspension of Social Privileges

An individual student, residence hall floor, suite, apartment, or student organization may lose social privileges that are specified with a particular sanction. The student or organization may not participate in extracurricular events or represent the university on or off the campus, except for activities that are required to meet class assignments. Level of participation in varsity sports will be determined on a case-by-case basis.

Course Grade Implications

For academic policy violations in which a student pleads or is found "responsible," the instructor has full authority to assign any grade deemed appropriate. For example, he or she may elect to fail the student for the assignment, for a related unit in the course, or for the entire course.

A grade of "F" for the assignment/unit:
An instructor may elect to give the student an "F" for an assignment or a related unit of the course based on an academic honor code violation (not intending for the student to fail the entire course based on the honor code violation. The final grade submitted for the course will not contain any notation indicating that an honor code violation has occurred. While students may appeal a course grade through the University's grade grievance policy, they may not base their grievance on the instructor's assignment of an "F" for the assignment or unit based on the academic policy violation.

A grade of "F" for the course:
When an instructor elects to fail a student in a course based on a student's having been found responsible for an academic policy violation, the grade recorded by the registrar on the student's permanent record will be an "F," (with no notation that the grade originated from an honor code violation). The student may repeat the course at a later time; however, the credit hours and quality points for the original class will be retained, thus lowering the student's overall grade point average. The standard course-repeat-rule in the Elon University Academic Catalog is not applicable for courses in which an instructor has assigned an "F" based on an honor code violation.

Students who receive a course "F" given by the instructor based on the student's being found responsible for an honor code violation may not appeal that failing grade through the University's grade grievance policy. (Students who receive an earned "F" may repeat the course and the University's course-repeat-rule will apply.)

A grade of "Honor Code F" for the course:
For violations an instructor deems very serious, he or she may elect to assign the grade of "Honor Code F." This will be recorded by the registrar on the student's permanent record. The student may repeat the course at a later time; however, the credit hours and quality points for the original class will be retained, thus lowering the student's overall grade point average. The standard course-repeat-rule in the Elon University Academic Catalog is not applicable for courses in which an instructor has elected to give a course "Honor Code F" based on an honor code violation.

Students who receive a course "F" given by the instructor based on the student's being found responsible for an honor code violation may not grieve that failing grade through the University's grade grievance policy.

Parent/Guardian Notification

Elon University appreciates the involvement of parents and guardians in the educational process. Parents will be notified when their student is found responsible for violating any section of the Alcohol or Drug Policy. We will also notify parents/guardians when their student is placed on academic censure, disciplinary probation, preliminary suspension, disciplinary suspension, permanent separation or loss of housing privileges.

The student's parents or legal guardian(s) will be notified concerning the disciplinary action unless the student can provide documentation of independent status. All violations of the alcohol or drug policy will be noted in the letter

Judicial Records

The University maintains a file in the Office of Judicial Affairs for each person found responsible for an academic or social policy violation. Judicial Affairs may, under FERPA exception, disclose information related to student conduct records to Elon University officials with legitimate educational interests. The Office of Judicial Affairs may, at the student's request, reveal its contents to other university departments, employers, schools and others. The Judicial Officer is required to provide access to a student's file when subpoenaed by a court or federal agency, or as otherwise required by law.

A student wishing to view his or her conduct file should contact the Office of Judicial Affairs to schedule an appointment. Federal law requires that the requested file be reviewed and information on any other student be redacted. The requesting student will be permitted to view his or her prepared file, but will not be allowed to copy, take pictures, or otherwise record the documents.

Files for students given sanctions of **preliminary suspension, disciplinary suspension or permanent separationare normally maintained for five years** from the date of the student's last violation. Files for students given lesser sanctions are normally kept until the student graduates, then judicial records are expunged. Prior to graduation, the Office of Judicial Affairs may expunge records upon request of the student during Winter Term of his/her senior year. We offer this opportunity as a courtesy to students. It is the student's responsibility to visit the Office of Judicial Affairs in person to make this request.

Elon University, Elon, NC 27244
336.278.2000

Academic Integrity Policy and Form

links

Judicial Process Chart

Academic Integrity Incident Form

As a member of the university community, each faculty member has a responsibility to promote and enforce the academic integrity policy. This responsibility involves appropriate interpretation of the integrity policy and the promotion of conditions favorable to academic integrity and academic citizenship. Instructors should provide:

1. Clear exposition of the values of Elon's integrity policy and students' obligations to uphold the policy
2. The maintenance of order
3. Demonstration of the importance of personal interest, fairness and mutual consideration
4. Uniform procedure in handling violations

It is recommended that faculty ask students to sign an integrity pledge for all tests, examinations and all outside written work which is to be completed independently, indicating that they have neither given nor received unauthorized aid.

Each faculty member should indicate to his/her classes the policies regarding assigned work done outside of class, indicating when and how collaboration and use of resources is acceptable.

If an instructor has reason to believe that a student has violated the integrity policy by cheating, plagiarizing, lying, stealing, vandalizing or facilitating academic dishonesty in others, he/she is to indicate to the student that there is a problem and arrange for a meeting. During that meeting the charge is to be explained to the student, and the student is asked whether he/she wishes to take responsibility.

In cases where students take responsibility, the instructor should assign sanctions related to the course and return the completed Incident Form to the assistant vice president for academic affairs.

In cases where the student does not take responsibility, the instructor should complete the Incident Form, taking it and any evidence to the assistant vice president for academic affairs who will arrange for a hearing before the judicial board.

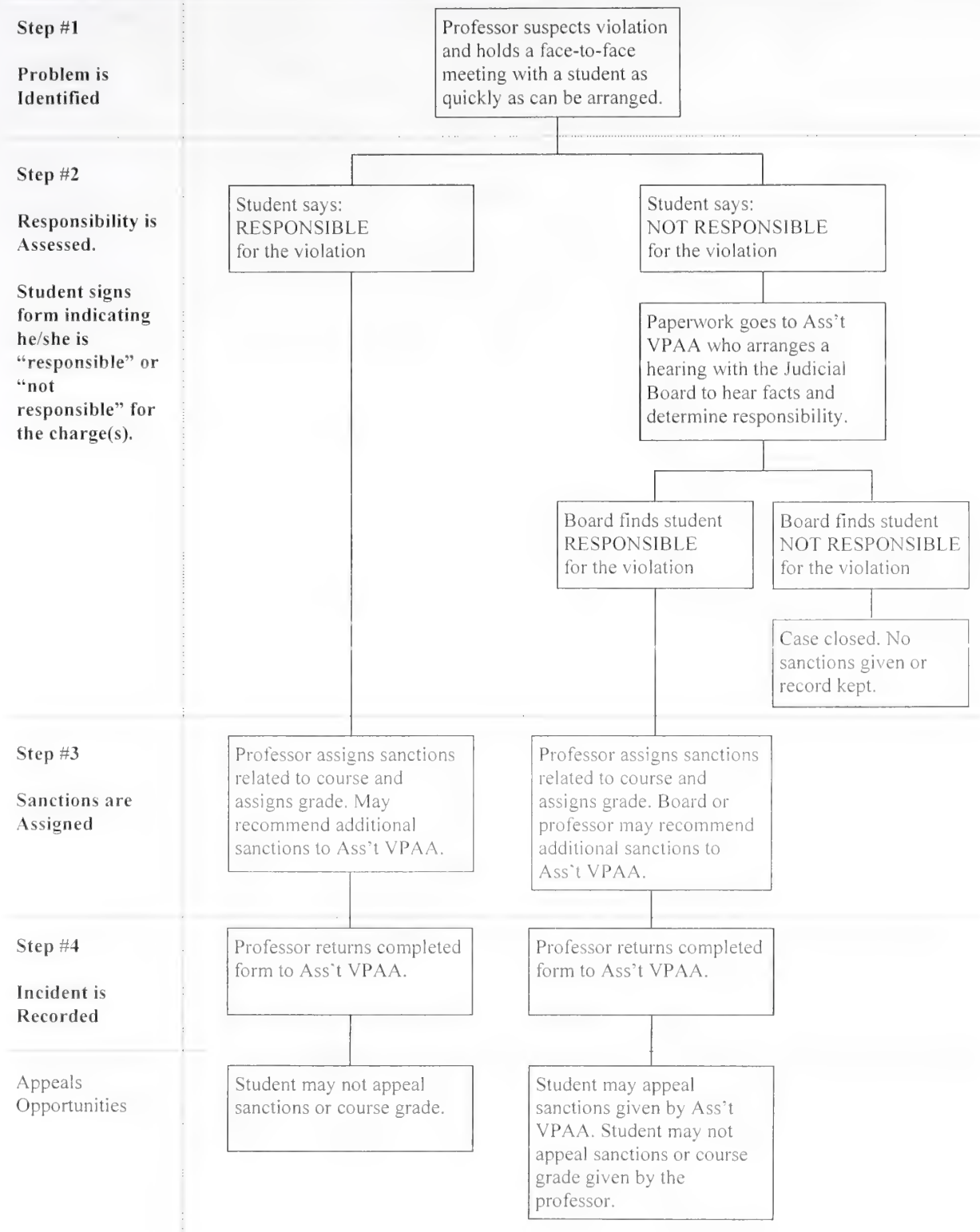
The instructor is responsible for completing the grade report for the course the student is enrolled in. In no case may an honor code F (or any reduction in grades or student credit for work) be assigned in a course without the necessary paperwork and procedures having been followed to verify an integrity violation has occurred and the student was made aware of the charge.

The office of the provost/vice president for academic affairs will determine and administer any institutional sanctions (in addition to course related sanctions given by the faculty). Institutional sanctions include, but are not limited to probation, suspension or dismissal from the institution for students whose violations are grievous or repeat offenses.

In order to monitor the integrity behaviors and record of each student, it is vital that instructors submit an incident report for each student who has violated the integrity policy, even when the faculty members elects to assign only minimal (or no) course sanctions.

Elon University, Elon, NC 27244
336.278.2000

A Model of Elon University's Judicial Process for Academic Honor Code Incidents



Honor Code (Academic Policies) —Incident Form

To be completed by the professor and shared with the student within 7 days of the suspected violation:

Faculty Name _____ C.B. _____ Phone _____

Semester : □ Fall; □ Winter; □ Spring; □ S-1; □ S-2 Year :_____

Course _____ Section _____ Date of Incident _____Date of Discussion _____

The following student is charged with a violation(s) of academic integrity as checked below:

Student Name _____ Datatel ID _____ C. B. _____

□ Plagiarism; □ Cheating; □ Lying; □ Stealing or vandalism; □ Facilitating Academic Dishonesty

To be completed by the student at a time determined by the professor, not to exceed three week-days beyond the date of discussion listed above If the student fails to sign the form within the time limit, the case will be forwarded to the Office of Academic Affairs for follow-up.

□ I understand the charge(s) against me listed above and agree to take responsibility for violating Elon's Honor Code. I understand that my professor will assign my course sanctions, and will submit a record of this violation to the Academic Affairs Office which will determine institutional sanctions.

□ I do not accept responsibility for this violation. I understand my case will be forwarded to Academic Affairs and that a hearing will be scheduled where I may present evidence and invite witnesses to support my position.

Student Signature _____ Date _____

All four items below are to be completed by professor after the student takes responsibility or is found responsible by and Elon Honor Board:

1. I am giving the following course sanctions to the student for the violation(s): _____

   _____

2. Does this sanction include an "Integrity F" grade for the course? □ YES; □ NO

   Note: If sanction includes a grade of "Integrity F" for the course, the instructor should note that above. The Office of Academic Affairs will notify the registrar that a final course grade of "F" should be recorded as an "Honor Code F."

3. I judge this incident to carry the following level of seriousness (circle number): (low) 1 2 3 4 5 (high)

4. I will do the following with any supporting documentation (evidence) from this incident: ___ forward it to Academic Affairs; __ forward it to my department chair to keep for four years; ____ keep records myself for four years (Note: this option is not available to adjuncts)

This form MUST be returned (even if sanctions are not assigned) to Academic Affairs, C.B. 2200 no later than 10 days after the discussion date listed in the top box above.

Appeal Procedures

Any student wishing to appeal the decision of any hearing body must submit a written request for an appeal to the assistant dean of students (social policies) or associate vice president for academic affairs (academic policies) by 5 p.m. on the second working day after the initial decision is rendered.

The appeal officer or University Appeals Board has the authority to:

- Uphold the original decision;
- Uphold the original decision but change the sanction (more or less severe);
- Find the student "not responsible"; or
- Remand the case to the original hearing officer or hearing board.

The written appeal must be clear and specific as the appeal officer or University Appeals Board may base its decision solely on the written appeal. It must contain a detailed statement of the grounds for appeal, the date, and the signature of the student. An appeal does not guarantee the opportunity to meet with the appeal officer or board. Only those requests for appeal on the following grounds below will be considered. The review by the appeal officer or board will be based on these grounds and will not be a rehearing of the original case.

New Facts

Discovery of **substantial** new facts that were unavailable at the time of the hearing and which could affect the hearing outcome.

If the appeal is based on **substantial new facts the request must outline the following**:

- Source of new information;
- Name(s) of who can present this information;
- Reason(s) why this information was not presented at the original hearing; and
- Reason(s) why this information may contribute to a decision other than that which was originally made.

Excessive sanction

If the assigned sanctions are excessive and **do not follow the Student Handbook**, the request for an appeal must include specific information indicating why the sanction is deemed unreasonable.

Procedural Violation

If there was a **substantial** violation of the hearing procedure.

If the appeal is based on **substantial violation of hearing procedure the request must outline the following**

- Citation of specific procedural errors with appropriate reference;
- Reason(s) why procedural error was not mentioned in the original hearing; and
- Reason(s) why correction of error can contribute to a decision other than that which was originally made.

Appeals for Social Policy Cases

Appeal Process for Sanctions less than Disciplinary Suspension or Permanent Separation from the University

The assistant dean of students for judicial affairs or his/her designee will review requests for appeals from students. The decision of the assistant dean is final.

In those cases where the assistant dean of students was the original hearing officer, the request will be forwarded to the assistant vice president for student life who will review the appeal. The decision of the assistant vice president is

final.

Appeal Process for Disciplinary Suspension or Permanent Separation from the University

The assistant dean of students for judicial affairs will forward the request for appeal to the University Appeals Board which will review the case. The decision of the appeals board is final.

Appeals for Academic Policy Cases

A student found responsible for academic policy violations of the honor code may request an appeal of the honor board decision or the "university related" sanctions assigned by the associate vice president for academic affairs. (Grade-related sanctions may not be appealed.) If an appeal hearing is granted, it is heard by the University Appeals Board and their decision is final.

University Appeals Board

The University Appeals Board is composed of the vice president for Student Life or his designee, the provost and vice president for Academic Affairs or his designee, the president of the Student Government Association (SGA) or another executive officer of the SGA and a faculty member.

Elon University, Elon, NC 27244
336.278.2000

Office of Judicial Affairs

The Office of Judicial Affairs is responsible for coordination of the University's honor system. This includes, but is not limited to:

- Maintaining official university records for all honor code violations (social and academic);
- Notifying parents when students are found responsible for certain honor code violations (See "Sanctions" section);
- Training and advising members of the University's Honor Board;
- Investigating and adjudicating all reports of social honor code violations;
- Periodic review and update of Elon's honor code;
- Promoting awareness of the Elon honor code on campus;
- Conducting periodic meetings with campus and local law enforcement agencies; and
- Training and supervision of Administrative Hearing Officers.

Visit the Office of Judicial Affairs' full web site at www.elon.edu/e-web/students/judicial_affairs/.

For information related to the Elon University Honor Code (social and academic), go to the Student Handbook.

Click here to return to the Honor System home page.

Contact information

Jodean Schmiederer, Assistant Dean of Students, Chief Judicial Officer
jschmiederer@elon.edu

Whitney Pack Gregory, University Coordinator of Judicial Affairs, Hearing Officer
wgregory@elon.edu

Richard Baker, Assistant Director of Residence Life (West Area) and Judicial Affairs
rbaker4@elon.edu

Paula Zachary, Program Assistant
zachary@elon.edu

Office location: 211 Moseley Campus Center
Mail: 2975 Campus Box, Elon, NC 27244
Phone: (336) 278-7271
Fax: (336) 278-7299

Additional Administrative Hearing Officers for Social Policy Violations

TJ Bowie, Assistant Director of Residence Life (Danieley Center)
Office location: Danieley Center-General
Phone: (336) 278-7310
tbowie@elon edu

Tal Fish, Assistant Director of Residence Life and Multicultural Center (Colonnades)
Office location: Colonnades-A 113
Phone: (336) 278-7340
tfish@elon.edu

Angel Garcia, Residence Director (East Area)
Office location: Smith 102

Phone: (336) 278-7315
agarcia7@elon.edu

Evan Heiser, Assistant Director of Residence Life (North Area)
Office location: Chandler 103c
Phone: (336) 278-7313
eheiser@elon.edu

Taryrn Njagu, Assistant Director of Residence Life (The Oaks)
Office location: McCoy "Oaks" Commons 103D
Phone: (336) 278-4321
tnjagu@elon.edu

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336.278.2000

Academic Village Amphitheater Use
Access of Individuals with Disabilities
Accidents
Animals on Campus
Athletic Game Playing
Bicycles
Change of Address
Dining Hall Regulations
Event Registration
Golf Balls
Hazing
Inclement Weather
Library Regulations
Lost and Found
Non-University Religious Groups
Organizations/Recognition
Parties and Events
Posters and Publicity
Professional Boundaries Between Faculty/Staff and Students
Psychological Emergencies
Recruitment/Intake (Fraternity and Sorority)
Recycling
Residential Community Policies
Respecting Diversity
Search and Seizure
Sexual Harassment
Sexual Offenses
Skateboards/Rollerblades/Inlines
Smoking
Solicitation, Merchandising, Fund-raising
Technology Policies
Travel Policies for Elon University Organizations
Vans and Use of Personal Vehicles
Withdrawals

ACADEMICVILLAGE AMPHITHEATER USE

Campus organizations or individuals wishing to host events (initiations, speakers, forums, musical events, etc.) in the amphitheater in the Academic Village must have a must have an event registration request approved at least one week in advance at the Moseley Front Desk. Classes may be held on a first-come, first-serve basis, but classes may not be scheduled for the amphitheater on a routine basis. Event registration is not required for individuals and informal, small group use of the amphitheater for discussions, reflection, studying and other low-key activities.

Campus organizations or individuals wishing to host events (initiations, speakers, forums, musical events, etc.) in the amphitheater in the Academic Village must have a must have an event registration request approved at least one week in advance at the Moseley Front Desk. Classes may be held on a first-come, first-serve basis, but classes may not be scheduled for the amphitheater on a routine basis. Event registration is not required for individuals and informal, small group use of the amphitheater for discussions, reflection, studying and other low-key activities.

ACCESS OF INDIVIDUALS WITH DISABILITIES

Elon University is committed to the principle of equal opportunity for all qualified students. In fact, the university policy on disabilities was created to ensure equal access at Elon, as well as compliance with federal and state regulations. Our policy defines the rights and responsibilities of both Elon University and of individuals with disabilities. It also contains the university's procedures for obtaining accommodations as well as the mechanism for

dispute resolution. Qualified persons with a disability have the responsibility to provide formal written documentation to the office of Disability Services an evaluation from a licensed professional (such as a psychologist, learning disabilities specialist or, in the case of physical illness/conditions, a physician). The documentation must be dated within four years of the student's enrollment at Elon, and it must explain precisely what the disability is, the limitations resulting from the disability and the specific accommodations needed. Students must make written requests for modifications/accommodations in advance each semester. Follow this link http://www.elon.edu/docs/e-web/academics/advising/ds/guidebook.pdf to view the Disabilities Guide Book.

ACCIDENTS ACCIDENTS

Members of the university who are involved in accidents (falls, automobile, etc.) on campus should report the accident immediately to Campus Safety at ext. 5555. An additional report should also be filed with the assistant vice president for business and finance, Alamance 107. Follow this link http://www.elon.edu/docs/e-web/administration/business finance technology/Accident%20Reporting%20Form.pdf

ANIMALS ON CAMPUS

Animals must be on a leash if on university property. The Town of Elon has a leash law which also applies to the university. Violation of town ordinances can result in public prosecution. Animals are not permitted in university buildings. Exception will be made only for assistance animals. Animals may not be used in pranks or otherwise for amusement or ceremony in connection with any individual, university or group activity. Violation of these policies may result in judicial action.

ATHLETIC GAME PLAYING

Athletic game playing is permitted only in approved areas on campus. Games are NOT permitted in residence halls, parking lots, dining halls and academic buildings unless prior approval is obtained.

BICYCLES BICYCLES

Bicycles can only be parked in areas designated for bicycles (bicycle racks). All bicycles must be registered with the Office of Campus Safety and Police. Bicycles found in any areas including but not limited to stairwells, railings, brick colonnades and gazebos will be confiscated, and a $5.00 fine and $10.00 monthly storage fee will be assessed. All bicycles left after May commencement become property of the university.

CHANGE OF ADDRESS/PHONE NUMBER

If a student's address or phone number changes at any time, he/she must notify the Registrar immediately. It is essential that the university has current information to contact students about official academic matters and in case of emergency. The university requests students to maintain their current cell phone numbers on On Track for emergency use; cell phone numbers will not be given out without permission of the student.

DINING HALL REGULATIONS, THE PHOENIX CARD

DINNING HALL REGULATIONS

Dining Halls

Food, dishes, silverware or other equipment may not be taken from the dining hall without permission of the dining hall manager. Visitors are expected to pay for their meals unless payment is made by their hosts. Persons who fail to cooperate with dining hall personnel or to comply with dining hall regulations will lose their dining hall privileges without compensation. The Phoenix Card may not be used by anyone other than the student to whom the card is issued. Students who use another person's Phoenix Card or students who allow someone to use their Phoenix Card will be charged with fraud. The Phoenix Card will be confiscated and will be returned after a conference with the Phoenix Card manager. Judicial charges may be filed.

Proper attire including shirts and shoes MUST be worn in the dining halls. Sick plates may be obtained by presenting a note from an assistant director of Residence Life or the assistant dean of students and a validated meal card. Students who are sick and cannot leave their rooms should notify their resident assistant to make arrangements for meals.

The Phoenix Card Policies

The Phoenix Card is the official University identification card. Each student should carry his/her Phoenix Card at all times. It provides identification for athletic events, social activities, meal plans, etc. Students may not lend their card

to anyone else. Permitting another person to use a card or using someone else's card is against university policy. Cards used improperly will be confiscated and will be returned only after a conference held with the Manager of Phoenix Card Services. Judicial charges may be filed.

Should the student lose his/her Phoenix Card, the loss should be reported to the Office of Phoenix Card Services (Moseley 111-A) as soon as possible. The card owner may suspend activity on their Phoenix Card for nights and weekends by visiting www.elon.edu/phoenixcard. There is a $25 replacement fee to receive a new card. Campus Safety and Police can issue temporary door access cards for students who misplace their card at a time when Phoenix Card Services is closed (evenings and weekends.). These cards may be coded for temporary door access only. Students should report to Phoenix Card Services (Moseley 111-A) as soon as possible to receive a new card. Until that time, students should make alternate arrangements for meals, library use etc.

EVENT REGISTRATION

All recognized campus organizations, programs and classes wishing to host events (parties, speakers, programs, etc.) must complete an event registration form one week in advance with the Moseley Center Front Desk. If the event is taking place off campus, registration must be completed two weeks prior to the event. Events taking place off campus and wilth alcohol will require additional forms.

GOLF BALLS

Golf balls may not be hit anywhere on campus including on the Driving Range on South Campus unless approved.

HAZING

Hazing is against North Carolina state law. N.C. Statutes 14.35-14.36, define the practice as, "to annoy any student by playing abusive or ridiculous tricks upon him; to frighten, scold, beat or harass him, or to subject him to personal indignity." Any violation constitutes a Class 2 Misdemeanor. State law requires that the faculty or governing board of a college or school expel any student convicted of hazing in court.

The hazing policy exists for the protection of the rights and well-being of students. Since 1978, more than 75 students have been killed and hundreds injured in hazing incidents at schools and colleges in the United States. In none of these cases did the group set out deliberately to harm someone. In nearly all the incidents. the use of alcohol was a factor.

Weather conditions, unforeseen circumstances, hidden physical or psychological disabilities, pressure from the group -- these and other factors can cloud the judgment of those in charge and turn what began as fun into a haunting tragedy. The university will not risk such an incident happening at Elon. It would be unconscionable and unethical for the university to sanction in any way a policy which could conceivably result in harm to a student.

It is a misperception that hazing only occurs in fraternities and sororities. Other groups and individuals have been found responsible for hazing. In instances involving other groups and individuals, the sanctions are the same as for those groups and individuals with Greek affiliation. Those "simple" residence hall pranks or athletic team traditions for new members may indeed be considered hazing! It is in the best interest of every individual and group to consult with the director of Greek life prior to planning any activity to make sure it is not considered hazing

Also to be considered is the personal risk involved for groups and individuals convicted of hazing. The Elon University Honor Board has, in the past, disciplined even new members who participated in hazing; those in charge were given maximum penalties. Personal liability is another consideration. In the event of an injury, not just the organization is liable but also the individual members involved. It could take years to satisfy the demands of a major lawsuit.

It is important to note that hazing is not essential to the success of an organization The strength of such groups depends on the respect and trust which evolve among members Hazing does not build such relationships

The student life division has carefully outlined the university policy on hazing and will continue to conduct an extensive awareness campaign. This policy will be enforced, and violators will be prosecuted to the extent allowed

INCLEMENT WEATHER

The university remains open during times of snow and ice storms or other types of inclement weather in order to serve resident students as well as commuters who live close to campus. If weather conditions become so severe as to render it hazardous for students to drive to campus, those students who choose not to travel on that day will, in no sense, be penalized for failure to do so. The most accurate and up-to-date information about the status of classes and campus services can be found on the E-net! Web site (www.elon.edu/e-net). Students are encouraged to check the Web site frequently for updates, schedule changes and closures. Students may also access important bulletins by calling the Elon severe weather hotline at (336) 278-SNOW (7669). In addition, student may receive important weather-related messages via the E-Alert cell phone text messaging system. Sign up for E-Alert at this site: http://org.elon.edu/e-alert. Many local TV and radio stations also broadcast information concerning class cancellations or campus closure. TV Channels: WFMY, WTVD, WGHP - Fox 8, WXII and Elon University Cable Channel 3. Radio Stations: WUNC, 91.5 FM; WFDD, 88.5 FM; WBAG, 1150 AM; WMAG, 99.5 FM; WKZL 107.5 FM; WSJS 600 and 1200 AM; and Elon University station WSOE, 89.3

LIBRARY RESOURCES: CAROL GROTNES BELK LIBRARY

The Carol Grotnes Belk Library provides a variety of learning resources and services in support of the university curriculum, helping students develop effective research, study and presentation skills.

The library offers over 300,000 books, 8,000 current serial subscriptions, 70,000 government documents and 24, 000 audiovisual materials for use by the entire university community. Provided are Library instructions for individuals and classes, professional reference services, a wide variety of online databases, internet access and a variety of interlibrary loan services. Additionally, students can find novels, DVD's and audio books for recreational reading, viewing and listening.

Within the library, the Office of Media Services offers audiovisual production and design services, audiovisual equipment and materials, and laptop computers for check-out with a Phoenix card.

LIBRARY REGULATIONS

*The library seeks to maintain an atmosphere conducive to studying and reading. Talking in a subdued tone is permitted on the first floor. The second floor and third floors are reserved for quiet study. Students working in groups are urged to use one of the small study rooms.

* Cell phones may be used only on the first floor, the back stairwells, and the study rooms.

*Certain types of materials, including reference books, reserve materials, newspapers, periodicals, microforms and archival materials may be used only in the library.

*Circulating materials are loaned for various lengths of time, and each borrower is responsible for knowing the due date/time on all items and for returning them on or before they are due. Borrowers will receive an e-mail courtesy reminder three days before items are due and can renew needed items either online or in person.

*There are no daily library fines but borrowers with overdue materials will be blocked from further check-outs.

*Borrowers with overdue materials will receive two e-mail overdue notices, followed by a bill. At this point the material is considered lost, and borrowers will be charged $60.00 per item ($50 replacement cost, $5 processing fee, and $5 non-refundable billing fee). If the item is returned, the borrower will owe only the $5 billing fee.

*The library will accept an exact replacement, in new condition, of the lost item but in all cases the borrower is responsible for the billing fee.

*Materials lost belonging to other libraries will be charged at the rate of the lending library.

*All outstanding library debts must be cleared before the student may check out other materials, withdraw officially from school, receive a transcript, register for another semester, or graduate.

*The library adheres to and supports all copyright regulations.

LOSTAND FOUND

The lost and found service is maintained in the Office of Campus Safety and Police and the Moseley Center Front Desk. All items must be claimed by the end of the semester/term.

NON-UNIVERSITY RELIGIOUS GROUPS

Non-university religious groups that wish to come to the campus to present programs or otherwise encounter students must have the approval of the vice president for student life and dean for students. The vice president will not grant such approval without the endorsement of the university chaplain.

ORGANIZATIONS/RECOGNITION

All campus-recognized organizations are open to students regardless of race, color, disability, national or ethnic origin, and sex (exceptions being social fraternities and sororities, some sports clubs and a cappella groups). Some organizations may have academic requirements for admittance or charge fees for membership.

Students wishing to form student organizations must be approved by the University before they may reserve rooms or use field space; be listed on Elon documents as a group; advertise via flyers, posters, table tents, E-Net, WSOE or websites; participate in the Organization Fair; attend competitions, hold performances, etc.; use university vehicles; or request funding from the Student Government Association. Student groups may not use the Elon name on campus, online, or off campus as a group, conduct tryouts or otherwise commence activities as an organization until approved as an official student organization. Contact the Center for Leadership, or visit the website http://www.elon.edu/e-web/students/organizations/forming.xhtml on steps for forming a student organization.

Recognition will be suspended for groups who do not submit by October 1 to the Center for Leadership each year a membership roster, verification of an active faculty advisor and goals for the academic year. Organizations must also submit by April 1 of each year a progress report on achieving those goals and an updated roster.

PARTIES AND EVENTS

All campus parties and events must adhere to regulations concerning alcohol and room capacity. All parties must be registered with the Director of Campus Center Operations at the Moseley Front Desk. A "party/event" registration form, available at the Moseley Front Desk and online, must be submitted to the appropriate director at least one week prior to the planned event. Forms which are not submitted at least one week in advance will not be considered for registration. The only exception to the one week approval process is for student activism events taking place on the West Lawn of Moseley. The West Lawn is readily accessible for spontaneous student activism and events will be approved within 24-hours.

The possession of kegs, common containers or multi-serving containers which hold or have held alcohol is strictly prohibited anywhere on campus, including in vehicles. The university abides by the law of the state of North Carolina which prohibits persons who are less than 21 years of age from possessing or consuming alcoholic beverages of all types. Individuals will be held responsible should they dispense such beverages to persons who have not yet reached age 21.

The public display or consumption of alcoholic beverages is prohibited by university policy and the laws of the state of North Carolina. No party -- formal or informal, planned or spontaneous -- involving the use of alcoholic beverages may be held in any area of the campus without prior approval from the appropriate director. Public is defined in terms of the following locations: all open spaces on the campus; all dining halls and snack bars; all hallways and stairways; all bathrooms and auxiliary rooms and every other space exclusive of individual residence hall rooms, residence halls and residence space under authority of the university. Students may consume alcoholic beverages provided they are 21 or older, in residence hall rooms only.

There may be no more than six persons in any given residence hall room or no more than 20 in Danieley Center Apartments or Flats. (Exception: in the North area organization/special interest suites, the limit is 20 in an eight person suite, including all rooms and lounges. The limit in public areas of Greek houses should be consistent with posted fire regulations.) This policy will be strictly enforced, and students who violate these regulations are subject to immediate campus judicial action.

POSTERS AND PUBLICITY

All signs or posters which are to be placed on the campus must be approved the Moseley Center front desk. Please bring the sign or poster to be approved before it has been duplicated.

The Director of Campus Center Operations manages the posting/publicity policy. The following offices are responsible for approving posters and flyers on campus in the approved manner and places consistent with all rules described in the handbook:

Moseley Center - university programs and miscellaneous items (e.g. banners, chalk, etc.) not covered by the following offices. Any off-campus business must advertise in the Pendulum.

Campus Recreation - athletic teams, campus recreation clubs

Kernodle Center for Service Learning - service organizations

Cultural Programs - all programs and activities associated with the Department of Performing Arts

Leadership - media, leadership programs, and recognized student organizations

Provost - academic departments, honor societies, departmental organizations

Religious Life - religious organizations

Residence Life - residence halls and programs

Greek Life - Greek Organizations

* Posters and signs may be posted by faculty, staff, students or student organizations in approved areas only and with approval of the appropriate office. Failure to receive authorization will result in the removal of the signs or posters, restitution for any damage and may result in loss of posting privileges.

* Once a flier/sign has been authorized, it can remain posted for a maximum of 30 days or until the "down" date. Individuals or groups who receive authorization are responsible for removing their posters/signs within 24 hours after the posting date has expired.

* No reference to alcoholic beverages or bars may appear on any poster or sign. This includes, but is not limited to, BYOB or YOUR FAVORITE BEVERAGE.

* All signs/posters must be in good taste, consistent with university policies, and shall not contain sexist, racist, profane or derogatory remarks, or nudity. The university retains the right to deny posting of any materials on campus.

* All posters and digital signs must have the name of the sponsoring organization/individual on the powerpoint

* Approved locations for posting: Signs and posters may be placed on the bulletin boards throughout the campus as well as on outdoor kiosks. Signs and posters are not to be placed on walls, doors, windows, restrooms stalls, or mirrors, the balconies or railings of Moseley, refreshment machines, wood or plaster columns, or any other parts of buildings, including the colonnades. Individuals or groups who post signs or posters in unauthorized locations will be required to remove the posters and may lose their posting privileges. Repeated violations may result in judicial action

* Groups wishing to place posters in Moseley Center must consult with the Director of Campus Center Operations

* Banners: University offices that wish to publicize an event by using a banner must obtain permission from the director of campus center operations at least two weeks before the banner is to be hung. All banners must be professionally made and meet appropriate university standards for height, width and color (detailed information is available at the information desk at Moseley Center). The group must submit all information for approval prior to the

making of the banner.

* **Table tents**: Recognized student organizations that wish to place table tents on the tables of the dining halls, the Octagon Cafe, Danieley Center Commons Food Court, Freshens and/or the Acorn Coffee Shop should first have the tents approved by the director of the leadership office. Once approved, permission for placing the table tents can be obtained by contacting the director of campus dining services, ext. 5333.

* **Using chalk on sidewalks**: Recognized student organizations that wish to publicize an event by using chalk on sidewalks must obtain permission from the director of campus center operations at least three working days in advance of the advertising date. The group must submit all sayings for approval. The organization must agree to use only chalk and must clean all areas within 24 hours after the event. Chalking on brick walkways is prohibited.

* **Posting in residence halls**: Only signs and posters approved by the appropriate office will be considered for distribution/posting in the residence halls. Students or recognized student organizations that wish to have signs/posters placed on residence hall bulletin boards must bring 80 copies of the approved sign/poster to the Office of Residence Life. The residence life staff will place the information on the bulletin boards. Distribution to student rooms is not permitted.

* All posters and signs must be removed from the campus within 24 hours after the event

* Posting associated with off-campus organizations: All signs/posters associated with off-campus organizations, programs, or individuals must adhere to the university policies and procedures. These signs are subject to prior approval from the vice president for business and finance. These signs may be posted no longer than 30 days on the off-campus bulletin board in Moseley Center and Alamance Building.

The Moseley Center now offers new Digital Posters instead of traditional posters that students, faculty, and staff can use to promote campus organization and events. On this page you will find all the information policies and procedures in regards to the digital advertisement.

Digital Poster Procedures:

Using Power Point:

Create a new document with page dimensions of 11.25" wide by 20" tall.* (call x5018 for help). **Click Here for PowerPoint Template**

1. Design the electronic poster and insert your desired content.
2. Save the file in the program format or as a .jpg (files saved as .jpg can not be edited). Please use the following naming scheme for the file name: *group or organization name_poster or event title_date to remove.* (For example: sub_fall concert_10-6)
3. Submit electronically to moseleyads@elon.edu as an attachment with posting instructions (start date, end date, etc) included in the body of the E-mail.
4. You will receive a confirmation E-mail when digital poster has been uploaded to the Moseley digital displays.

If the poster is not designed to required dimensions, it cannot be posted. Please direct all questions to Drema Holder or the Moseley Center Front Desk at ext. 7215.

All signs or posters which are to be placed on the campus must be approved by the Moseley Center Front Desk. Please bring the sign or poster to be approved before it has been duplicated.

The Director of Campus Center Operations manages the posting/publicity policy. The following offices are responsible for approving posters and flyers on campus in the approved manner and places consistent with all rules described in the handbook:
Moseley Center - university programs and miscellaneous items (e.g. banners, chalk, etc.) not covered by the following offices. Any off-campus business must advertise in the Pendulum.
Campus Recreation - athletic teams, campus recreation clubs
Kernodle Center for Service Learning - service organizations

Cultural Programs - all programs and activities associated with the Department of Performing Arts
Leadership - media, leadership programs, and recognized student organizations
Provost - academic departments, honor societies, departmental organizations
Religious Life - religious organizations
Residence Life - residence halls and programs
Greek Life - Greek Organizations

* **Posters and signs** may be posted by faculty, staff, students or student organizations in approved areas only and with approval of the appropriate office. Failure to receive authorization will result in the removal of the signs or posters, restitution for any damage and may result in loss of posting privileges.
* **Once a flier/sign** has been authorized, it can remain posted for a maximum of 30 days or until the "down" date. Individuals or groups who receive authorization are responsible for removing their posters/signs within 24 hours after the posting date has expired.
* **No reference to alcoholic beverages** or bars may appear on any poster or sign. This includes, but is not limited to, BYOB or YOUR FAVORITE BEVERAGE. The Lighthouse may be advertised: the event must take precedent over the menu.
* **All signs/posters** must be in good taste, consistent with university policies, and shall not contain sexist, racist, profane or derogatory remarks, or nudity. The university retains the right to deny posting of any materials on campus.
* **All posters** must have the name of the sponsoring organization/individual on the poster.
* **Approved locations** for posting: Signs and posters may be placed on the bulletin boards throughout the campus as well as on outdoor kiosks. Signs and posters are not to be placed on walls, doors, windows, restrooms stalls, or mirrors, the balconies or railings of Moseley, refreshment machines, wood or plaster columns, or any other parts of buildings, including the colonnades. Individuals or groups who post signs or posters in unauthorized locations will be required to remove the posters and may lose their posting privileges. Repeated violations may result in judicialaction.
* **Groups wishing** to place flyers in Moseley Center must consult with the Director of Campus Center Operations.
* **Banners**: University offices that wish to publicize an event by using a banner must obtain permission from the Director of Campus Center Operations at least two weeks before the banner is to be hung. All banners must be professionally made and meet appropriate university standards for height, width and color (for information contact the Director of Campus Center Operations). The group must submit all information for approval prior to the making of the banner. Major institutional events, such as Family Weekend, Homecoming and Commencement take precedent over individual departments.
* **Table tents**: Recognized student organizations that wish to place table tents on the tables of the dining halls, the Octagon Cafe, Danieley Center Commons Food Court, Freshens and/or the Acorn Coffee Shop should first have the tents approvedbytheDirectoroftheLeadershipOffice. Once approved, permission for placing the table tents can be obtained by contacting the director of campus dining services, ext. 5333.
* **Using chalkon sidewalks**: Recognized student organizations that wish to publicize an event by using chalk on sidewalks must obtain permission from the Director of Campus Center Operations at least three working days in advance of the advertising date. The group must submit all sayings for approval. The organization must agree to use only chalk and must clean all areas within 24 hours after the event. Chalking on brick walkways is prohibited.
* **Contact Residence Life** in the Moseley Center, room 213 or ext. 7300 for posting in the Residence Halls.
* **The only exception** to the posting policy is the spring student government elections. During the 10 days prior to the election, signs and/or posters will also be permitted on the brick colonnades area on each side of Alamance Building. Signs or banners may not be suspended from the buildings. All posters and signs must be removed from the campus within 24 hours after the election.

The Moseley Center now offers Digital Posters instead of traditional posters that students, faculty, and staff can use to promote campus organization and events. On this page you will find all the information policies and procedures in regards to the digital advertisement.

Fundraising & Displays in Moseley Center:

In an effort to address the need to advertise and promote events in the Moseley Center, the following options are currently available:

1. Information Board (across from the mailroom) – This board is organized in sections and allows areas with a common theme to post approved information in an orderly fashion. In

order to place information on this board, please submit approved information at the Information Desk to be posted by the Moseley Center staff.

2. Table Reservations – Three locations in the Moseley Center have been designated areas for groups to solicit information and participate in fundraising. Reservations may be made at the Information Desk. An approved "Request for Fundraising/Solicitation Permit" must be submitted at the time of the request. Forms are available in the Student Life Office,Moseley Center 209. Please refer to the Student Handbook for more information.

PROFESSIONAL BOUNDARIES BETWEEN FACULTY/STAFF AND STUDENTS

All faculty, including any university employees with teaching responsibilities or any who hold a position of authority with students, as described below, are expected to maintain appropriate professional boundaries in their relationships with students. In keeping with the Elon University mission, faculty relationships with students must maintain a central focus on student learning and development. Inappropriate relationships that potentially jeopardize the centrality of this focus are contrary to the mission of the university and counterproductive to the educational process.

Intimate relationships between faculty and students, even of a consensual nature, are inherently problematic due to the unequal status of faculty and students. Therefore, any employee with teaching responsibilities or any other position of authority in relation to students may not engage in such inappropriate relationships with students. Pre-existing relationships are exempt from this policy. An inappropriate relationship is defined as any romantic or physically intimate liaison. Positions of authority include, but may not be limited to, teaching, evaluating, supervising, coaching, or advising a student or student group.

Students who feel faculty or staff have exceeded professional boundaries with them or other students should report the incident to the Office of the Vice President and Dean of Students. This is a serious issue and has strong ramifications for both the students and the faculty/staff involved. Students will not be penalized or discriminated against in any way for reporting incidents, but any student who knowingly files a false or malicious complaint may be charged with lying under the honor code. When a complaint is received, the vice president or his designee will explain the grievance procedure and work with the student for an expeditious resolution in as confidential manner as possible.

Informal Procedure: The vice president for student life will notify the department head or supervisor of the accused faculty or staff person and investigate the complaint. In consultation with the vice president for student life, the supervisor/chair will meet with the accused faculty or staff person and student as needed to resolve the complaint. If the complaint is found to have merit, the resolution of the case will be forwarded to the Office of Human Resources. An informal review and resolution of the matter should always take place before the student resorts to the formal grievance procedure. In some cases, input from select persons in the university may be helpful; the supervisor/chair may wish to contact such a person.

Formal Procedure: If the complaint cannot be resolved informally, then the student may use the formal procedure, which is the same as the formal grievance procedure for the sexual harassment policy as outlined in the Faculty Handbook and the university Employee Manual. The handbook and manual are available in the Human Resources Office, the Office of the Vice President for Student Life and Dean of Students, the Office of Student Development and the Office of the Provost/Vice President for Academic Affairs.

Approved by the Student Life Committee on April 25, 2002.

PSYCHOLOGICAL EMERGENCIES

A student who experiences a psychological emergency, including attempts to harm himself/herself, may be required to leave campus and will be required to have a psychological evaluation. If the psychological emergency involves a community disturbance, disrupts the orderly functioning of the university, or requires more supervision than the university can reasonably provide, or jeopardizes in any way the safety of the student or others, the student may be required to remain off campus. The student may be required, at his/her own expense, to be evaluated by an off campus, licensed health care provider.

The director of counseling services (or designee) will prepare an evaluation of the student's capacity for remaining

enrolled at the university. The director of counseling services will make a recommendation to the vice president of student life and dean of students regarding the student's ability to return to the university. The student's parent(s) or guardian may also be notified.

If the student is allowed to remain enrolled, he/she will be required to sign an Agreement to Return to Campus, which documents conditions for remaining enrolled. This agreement may include outpatient treatment, and the student, the vice president of student life and the director of counseling services will evaluate it each semester, winter term or summer term. At any of these times, the agreement may be terminated.

Parents or guardians may be required to assist the student. In the event of an extreme emergency such as a suicide attempt, or any extreme situation where the student's judgment is significantly impaired, until parents or guardians can be contacted the on-call counseling staff will assist with initial treatment recommendations. The student or his/her family will be responsible for all off-campus costs including transportation to the hospital, the initial evaluation and any hospitalization costs or outpatient treatment.

RECRUITMENT/INTAKE (FRATERNITY AND SORORITY)

Membership intake or recruitment (formerly known as "rush") is the mutual selection process by which fraternities and sororities recruit new members and introduce them to the benefits and responsibilities of fraternity and sorority life.

Elon University policy requires that a student interested in joining a fraternity or sorority establish a minimum cumulative grade point average at Elon before he/she can complete the recruitment process, and have completed 12 hours of study at Elon. Currently, the minimum GPA requirements are: Panhellenic Council organizations (sororities) - 2.75, Interfraternity Council organizations (fraternities) - 2.5, and National Pan-Hellenic Council organizations (historically African-American fraternities and sororities) 2.5. The minimum GPA requisite is subject to change; please call the Office of Greek Life for detailed information.

Formal recruitment takes place each spring, but open recruitment events and information meetings are held throughout the school year. For more information contact the director of Greek life at ext. 7326, or visit the Greek life Web site at http://www.elon.edu/greek

RECYCLING: RECYCLING

Recycling is very important here at Elon! **Thanks** to a concerted campus effort, the university community recovered more than **560 tons** of paper and cardboard and more than **150 tons** of other recyclable's such as glass, plastics and aluminum from 2005 through 2009. This is over **25 more tons recycled** than the prior year, a success due to increased campus awareness and the collaborative efforts from students, faculty and staff who have participated in Elon's recycling program. The more we recycle, the less we send as waste to the landfill, which **helps reduce costs** to the campus and provides materials to be reduced and reused in many other capacities. Carpeting, copy paper, drywall, cardboard, and insulation are just a few of many things that can be made from recycled materials.

Student ***must*continue** to do their part. Each resident's room is supplied with a recycling bag to help transport recyclables to designated recycling areas found within or in close proximity to their living area. Throughout the campus recycling containers are located within buildings, classrooms, residence halls and at athletic events. Recycling containers are identified by shape, size and color and in some cases colored lids and bags. Blue typically identifies recycling and is fairly universal. Green top lids are now in use to capture plastic, aluminum and glass around campus. Labeling also helps identify what each container is for.

Glass, plastic and aluminum are co-mingled and can be thrown into the same identified container. There is no need to separate the different colored glass, plastic containers or aluminum-this is all done at the recycling facility where the materials are taken. **Permissible paper items for recycling include** junk mail, cereal boxes (& similar packaging), course packs, white copy paper, colored copy paper, printer ready paper, letterhead, lined notebook paper, computer printout, green bar computer paper, envelopes (cellophane windows okay) post-it notes, carbonless (NCR) forms, manila folders, fax paper (if still used), blueprints, cardstock (any color), and phone books as well as student directories.

***Your*efforts** to recycle at Elon will **help** the university **conserve natural resources, save energy** and **reduce**

costs. We appreciate all your efforts to recycle and will look to continue improving resources to better capture all Elon University's recycling needs. Should you have any questions or need any further information regarding recycling at Elon, please feel free to contact the Physical Plant at ext. 5500 or visit http://www.elon.edu/e-web/bft/physicalplant/recycling.xhtml.

www.elon.edu/physicalplant/env-aware/index.htm

SUSTAINABILITY

Elon University is committed to sustainability and to serving as a positive example through sustainable operations and education. The University is pursuing its mission to become more sustainable by focusing on three areas reducing greenhouse gas emissions, conserving resources and educating the community.

Students are encouraged to get involved in Elon's sustainability efforts. Visit the Sustainability Web site to learn about Elon's efforts and how to get involved: www.elon.edu/sustainability.

RESIDENTIAL COMMUNITY POLICIES

Because the residence halls comprise a unique community living environment, policies that provide for the health, safety and security needs of all residents are a necessity. These policies foster a cooperative living environment and prohibit certain behaviors which adversely affect the residence hall community. Greek houses are subject to all residential community policies. Please refer to the Elon University Housing Agreement/Apartment Leasing agreement for more information.

Damage Charges

Students are responsible for loss or damage to furnishings or equipment in the residence hall room to which they are assigned. Prior to the first semester that a student lives in campus housing, a $100 security deposit will be charged on the student's bill. The student is responsible for all damage to a room and its furnishings. The cost of repairs and replacements will be charged to all residents of the room. Residents are expected to take every precaution to assure that communal property is not abused. IN HALLS OR SECTIONS WHERE THE UNIVERSITY HAS DETERMINED THAT THERE IS UNDUE ABUSE OF UNIVERSITY PROPERTY AND THE RESPONSIBLE INDIVIDUAL(S) CANNOT BE IDENTIFIED, ALL RESIDENTS WILL BE HELD RESPONSIBLE FOR PAYING A PRORATED SHARE OF THE COST OF REPAIRING SUCH DAMAGES. The security deposit will remain in university accounts throughout a student's stay in campus housing. Upon permanently leaving campus housing, the security deposit, or balance thereof, will be refunded according to the conditions outlined in the Residence Life Housing Agreement less any indebtedness to the university.

Fire Safety

Fire safety is everyone's responsibility. Remember to use only heavy duty, UL approved extension cords with surge protection. Also, live Christmas trees, Christmas tree lights, candles, halogen lamps, nonelectric fuel lamps and lanterns, simmer pots and incense may not be used or kept in campus housing.

Keys and Security

Keys are the property of the university and must be returned when the student moves from a room or apartment. Room, suite or apartment keys may not be duplicated or lent to anyone else. Possession of another student's room or suite key is prohibited. Failure to return room keys at the end of the agreement period will result in charges to the resident for replacement keys and changing locks. Residents may not install their own locking devices on room doors. Those violating this policy or possessing keys other than the one(s) assigned are subject to judicial action.

The university has adopted policies which are designed for the safety and security of those living in campus housing. Students are required to carry their university I.D. card at all times and to present it to university officials upon request. Residents who enter or leave by locked security doors are responsible for leaving the door in a locked position. When the university is in session, students may enter and leave their campus housing at will. Those buildings which have common hallways are equipped with card access. FOR YOUR SAFETY, DO NOT GIVE THIS CARD TO ANYONE NOT LIVING IN YOUR RESIDENCE HALL. Violation of this policy will result in judicial action.

Students must adhere to published residence hall opening/closing schedules, unless permission is granted by the

assistant director of residence life.

Liability
The university shall assume no responsibility, and the student or other party to the housing agreement shall indemnify and hold harmless Elon University and its agents and employees, for any and all claims arising from personal injury or for the loss, damage or theft of personal property belonging to or in the custody of the student(s) for any cause whatsoever, whether such losses occur in student rooms, public areas or elsewhere in or around the residence halls, theme houses or Greek houses. The student is encouraged to carry insurance for protection against such losses.

Pets
Pets are not permitted in student rooms or apartments except fish in tanks not larger than a 10 gallon capacity and trained assistance animals for the visually/hearing impaired. Violation will result in a $25 fine and immediate removal of the pet at the resident's expense.

Property
Students are expected to exercise care and respect for university property. Theft, vandalism and unauthorized entry into a restricted, locked or closed residence hall space not specifically assigned to the student is prohibited. Students are also subject to local, state and federal laws.

Quiet and Courtesy Hours
Quiet hours are designed to promote an environment conducive to study and are in effect from 7 p.m. - 10 a.m. to respect the rights of others. Courtesy hours are in effect 24 hours a day, seven days a week.

Right of Entry
The university reserves the right to enter student rooms as presented in the university's search and seizure policy and for the following reasons: emergency, repair, maintenance, health and safety inspections, or as necessary to maintain campus order and regulations.

Rights of Others
In order to maintain the academic atmosphere of the residence halls, students are expected to conduct themselves in a considerate manner with regard to the rights, safety and needs of others. Accordingly, students are obligated to live in a cooperative manner with roommates and other residents. Harassment or the use of grossly abusive language with insults, taunts or challenges directed at another person is prohibited. Students are expected to recognize and respect the authority of university staff and to comply with requests they make in the performance of their duties.

Visitation
The university visitation policy applies to all students and guests whether the students live on campus or not Students may have visitors no more than three days per week and not more than four nights within a 30 day period and with roommate's approval. Hours of visitation are:

Sunday - Thursday
10 a.m. until 12:30 a.m.

Friday - Saturday
10 a.m. - 2:00 a.m.

Freshmen living in Danieley Center follow the policy stated above. Danieley Center Apartments and The Oaks maintain 24-hour visitation seven days a week. Public lounges of residence halls are open 24 hours a day when school is in session. Common areas are open during visitation hours only. Common areas include, but are not limited to, lounges and first floors of fraternity and sorority houses. Students may visit or have someone of the opposite gender visit them in a residence hall room only during the visitation hours listed above.

EQUAL OPPORTUNITY STATEMENT

Elon University does not discriminate on the basis of age, race, color, creed, sex, national or ethnic origin, disability,

sexual orientation or veteran status in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs.

As a colegiate community, Elon University will not support or condone behaviors that violate the integrity of any individual or group. While the university respects the right of its community to exercise free speech, behaviros will not be tolerated that may be considered harrassment, destruction of property or acts of violence. Incidents of harassment or discrimination should be reported to the Office of Judicial Affairs in Moseley 211.

RESPECTINGDIVERSITY

As a holistic learning community, Elon University values diverse backgrounds and ideas from the United States and abroad as we seek to foster a pluralistic community based on shared experiences, the exchange of diverse perspectives, and learning about those different from ourselves. Respecting diversity at Elon means including and appreciating all individuals and groups to improve the learning experience for the betterment of the campus community.

Elon University will not support or condone behaviors that violate the integrity of any individual or group on the basis of age, race, color, creed, sex, national or ethnic origin, disability, sexual orientation, veteran's status or any other legally protected characteristic. While the university respects the right of its community to exercise free speech, behaviors will not be tolerated that may be considered harassment, destruction of property or acts of violence. Harassment on the basis of any protected characteristic in any form—verbal, physical, or visual is strictly prohibited. Examples of prohibited conduct include but are not limited to:

- offensive language, remarks, pictures, calendars, etc.
- inappropriate jokes
- verbal abuse
- unwanted physical contact

This policy applies to all students, employees, interns, contractors, vendors, and others in the university environment, and applies to students' behavior on and off campus. The university also prohibits retaliation against anyone because that person makes a good faith complaint, assists in an investigation, or otherwise exercises any rights protected by law or under this policy. Incidents of harassment or discrimination should be reported to the Office of Judicial Affairs in Moseley 211.

As a collegiate community, Elon University will not support or condone behaviors that violate the integrity of any individual or group. While the university respects the right of its community to exercise free speech, behaviors will not be tolerated that may be considered harassment, destruction of property or acts of violence. Incidents of harassment or discrimination should be reported to the Office of Judicial Affairs in Moseley 211.

The Elon University Board of Trustees has also issued the following statement of inclusion: In the spirit of the Elon University mission statement, Elon University regards discrimination against gay and lesbian members of the community as inconsistent with its goal of providing an atmosphere of mutual respect in which students, faculty and staff may learn, work and live.

SEARCHAND SEIZURE

Entry by university staff into assigned rooms in residence halls, student cars and other university-owned or leased housing is divided into two categories: A) Searches and B) Emergency Situations.

Searches

When there is strong reason to believe that a violation of campus regulations and/or city, state or federal law has occurred, a search will be conducted by university officials when approval is given by the vice president for Student Life or his immediate staff. If the vice president authorizes a room search, it will be conducted in the following manner:

- The vice president for Student Life (or his designee) will authorize campus security staff to conduct the search in the presence of a student life staff person.
- Those conducting the search will knock upon the door of the room in question. If they are not admitted, they will enter

the room using a pass key, if necessary.

- If the room is occupied, those entering it will announce that they are going to conduct a search.
- If contraband, stolen items or any items found in violation of university policy are discovered, they will be confiscated and a written receipt will be given to the room's occupant(s) indicating what has been taken and the names of those who have taken it. If there is no one in the room, the same written receipt will be left in a prominent place. Those conducting the search will keep a copy of the receipt.

Legal search warrants do not require the approval of the university and will be honored. To the extent allowed by the civil officers, every effort will be made to have a representative of the Division of Student Life observe a search conducted as a result of a search warrant.

Emergency Situations

An emergency situation exists when the delay necessary to obtain authorization constitutes a danger to persons, property or the building itself, or other circumstances to maintain campus order. Rooms may be entered if any of the above mentioned conditions exist.

NOTE: During investigations of possible violations of university policy, students may be asked to open refrigerators, closet doors or locked storage, such as drawers or lockboxes. Residents have the option of refusal; if the student refuses, the vice president for student life may be contacted to obtain permission to search.

SEXUALHARASSMENT

For general policy purposes, sexual harassment may be described as unwelcome sexual advances, requests for sexual favors and other physical and expressive behavior of a sexual nature where:

* Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;

* Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or

* Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment or educational environment. Sexual harassment also includes slurs, threats, derogatory or suggestive comments, unwelcome jokes, exposure to sexually-oriented literature or pictures, teasing or sexual advances and other similar verbal or physical conduct, including e-mail or other online communications.

REPORTING INCIDENTS OF SEXUAL HARASSMENT

Students who believe they have been the object of sexual harassment by a university employee or faculty person should report the incident(s) to the Office of the Vice President and Dean of Students. He or his designee will explain the grievance procedure and work with the student for an expeditious resolution in as confidential a manner as possible. Students who have been harassed by a fellow student should report the incident to the Office of Judicial Affairs, Moseley 211.

The complete procedures to be followed are presented in the Faculty Handbook when the accused is faculty and in the Staff Handbook when the accused is a staff member. Both handbooks are available in the Office of the Vice President and Dean of Students. When the accused is a student, the complaint will be addressed using the student judicial process presented in the Student Handbook, which may found on this Web site.

SEXUALOFFENSES

Elon University will not tolerate acts of sexual abuse, assault, discrimination or harassment. Rape, acquaintance rape and other forms of sexual harassment are violations of an individual's rights. It is everyone's responsibility in the university community to become sensitive to and educated about the legal, social and university codes regarding behavior in these areas. For detailed information on Sexual Assault, Rape and University Services, see http://www.elon.edu/e-web/students/saa.

Students who believe they have been the victims of sexual abuse or assault have the right to report the incident to

the offices of counseling services, student development, judicial affairs, campus safety and police, and/or the Elon Police Department (Town of Elon Municipal Building). Students may wish to call Crossroads (Sexual Assault Response and Resource Center), and a trained volunteer will quickly respond to the victim.

In all cases of sexual assault reported to the university, the victim will retain control over his or her identity being released to other parties. If the victim is under the age of 18, the parent or guardian will be notified of the alleged assault.

Victims who report assaults on campus have these options: choose to have the case prosecuted in criminal court and/or considered for adjudication through the campus judicial system. They can choose to participate in either or both processes.

The university will hold all reported acts of sexual abuse and violence in the highest confidence. The names of victims will not be released to any other party without the written consent of the victim. The names of accused students will not be released as directed by the Family Educational Rights and Privacy Act of 1974. Victims who choose to process claims of sexual assault through the campus judicial system will be informed of the results of judicial hearings as permitted by the Student Right-to-Know and Campus Security Act of 1990. See the Judicial Process section for more information regarding the campus judicial process and reported acts of violence.

Students who wish to participate in rape prevention activities should contact the Office of Student Development, Moseley 206, ext. 7200.

SKATEBOARDS/SKATEBOARD/ROLLERBLADES/INLINES

Rollerblading and skateboarding are premitted on campus by enrolled students only. However, these activities are not allowed inside any building and grinding and rail-sliding are not premitted at all. It is important to note that the Town of Elon prohibits skateboarding and rollerblading on town streets and sidewalks

Rollerbladers and skateboarders must yield the right of way and not disrupt pedestrians or vehicular traffic. Protective gear -- helmet, wrist guards, elbow and knee pads -- is highly recommended. The university reserves the right to immediately confiscate the skateboard or rollerblades of any person found violating this policy. All rollerblading and skateboarding is at the student's risk, and the university assumes no liability for injury. A violation may also be treated as a judicial offense.

SMOKING

Elon University is a smoke free campus with respect to all facilities, except outdoor facilities. Smoking is not permitted within 30 feet of designated entrances or in Rhodes Stadium.

Students are not allowed to smoke in any campus residence halls or apartments owned or operated by the University. Students will be allowed to smoke in breezeways and on balconies and stoops, but not directly in front of other students' doors or windows.

SOLICITATION, MERCHANDISING, FUND-RAISING

Students should be free from unnecessary distractions and be able to live and study in an environment which is predictable and orderly. Unauthorized soliciting, merchandising or canvassing on campus is prohibited. If recognized student organizations wish to sell articles or conduct fundraisers for their philanthropies or canvass for political or other reasons, they may do so after obtaining approval one week in advance and in writing. No publicity concerning the sale may be posted prior to receiving the written approval of the director of Greek life or the Moseley Center. (all other organizations and campus programs). These activities are encouraged but, for the orderly functioning of the university, must be coordinated. When approved, it is often stipulated that such activities be conducted in a manner such that students are not approached but, instead, students may choose to approach the solicitor, vendor or canvasser. No door-to-door solicitation or canvassing is allowed on the Elon University campus except as specified in the Student Government Association Election Guidelines. Students should ask solicitors, vendors or canvassers for proof of authorization.

Raffles are not promitted!

Organizations that want to solicit prizes and gifts from Companies must first attain approval from the Office of Institutional Advancement.

The use of Elon University Internet or E-mail Resources for private business or commercial activities, fund-raising, merchandising, solicitation or advertising on behalf of non-university organizations, or the reselling of Elon University Internet Resources to non-university individuals or organizations, and the unauthorized use of the university's name are prohibited. The assistant vice president for University Relations and the University's Web Policy Advisory Committee may specify rules and specific forums to allow limited use of university Internet resources by organizations for commercial exchange.

STRUCTURES

No unauthorized structures may be constructed on university property.

STUDENT ADMISSION TO ATHLETIC EVENTS

Students can attend all of Elon's home athletic events for free, based on ticket availability. Tickets and a valid Phoenix Card are required for admittance for football, men's basketball, baseball and select other events. Tickets are online by going to student ticketing website, click here. All home football games are played at Rhodes Stadium. Sections 104 - 107 of the seating area are reserved for students. All student sections are abailable on a first-come, first-serve basis. For Women's basketball and baseball, admission is gained by bringing your Phoenix Card to the entrance of the venue. All other sports are free admissionto everyone and include the following facilities: softball-East Field, soccer- Rudd Field, tennis-Jimmy Powell Tennis Center, and volleyball- Alumni Gym.

While Elon spirit is encouraged at athletic events, proper etiquette and decorum are also expected. Students are reminded that fans of all ages attend Elon athletic events. Students are asked to refrain from cursing, harassing team members, visitors or officials, and making obscene gestures. Fans who are unable to display proper behavior will be removed and may be referred for judicial action.

STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment) states: (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy of students be made available to students. A complete statement of university policy is available in the Registrar's Office. Any student may review his/her official records as provided by the Family Educational Rights and Privacy Act of 1974. The records and places of availability are as follows:

- Admissions & Academic Records
  Registrar's Office, 104 Alamance
- Disciplinary Records
  Judicial Affairs, 211 Moseley
- Placement Records
  Career Center, 101 Duke
- Financial Aid Records
  Admissions, 116 Powell
  Financial Planning, 306 North O'Kelly

TECHNOLOGY POLICIES -

Follow this link: http://wili.elon.edu/display/TECH/Technology+Policies

TRAVEL POLICIES FOR ELON UNIVERSITY ORGANIZATIONS

Elon travel policy considerations:

Travel is considered Elon travel if any one of the following conditions are met:

- The University or Elon organization pays for any part of the event, through an institution or organization account or collection of funds from individual members.
- There is transportation, reimbursement for expenses, food, registration fees, etc.
- The organization and university names are advertised or used in any way
- You are representing the university or organization at conferences, using promotional flyers/handouts advertising the event, announcements at meetings, email/listserv/Facebook distributions, website calendar of events, registration materials, etc
- Attendance of the members (regardless of how many there are) present at the event is based on their affiliation rather than individual initiative (i.e., is it more likely that they attended because of their affiliation?).
- Travel that is an expectation placed upon a student as a component of the students experience at Elon, or a travel experience sponsored by the University;

Travel experiences at Elon should provide:

- Travel that is supported with informed providers and participants, participant consent, and sponsor follow up;
- Travel that is supported with a mentoring component.

Individual travel:

- Each student required to travel in the performance of official duties shall have prior authorization from his/her faculty, department head or other designated official for the purpose of the travel. Each department is responsible for maintaining the approval record of students authorized to travel.
- Academic and Student Life Deans may approve alternative travel arrangements for certain events involving individual students, regularly scheduled repetitive travel, or unusual circumstances.

Group Travel:

- A group is defined as an organization sponsored by the university or an event promoted by the organization,
- All attempts should be made to travel as a unit. Exceptions are at the discretion of the sponsoring university employee and must follow student travel protocol of informed, consent, and follow up.

See below for Travel Policies for Elon University.

TRAVEL POLICIES FOR ELON UNIVERSITY

Elon University values faculty/staff mentored student travel as a developmental and educational experience. For this reason, resources and guidelines are provided for travel by Students. Organization Advisors and Course Faculty are responsible for sharing the travel policy with their members before the start of each year and prior to travel. In order to make the most of the mentoring process, it is vital that all parties be informed of these guidelines, as well as the specifics of the proposed travel, and that proper follow-up occur following travel.

1. For travel within Alamance County, the faculty/staff Advisor should be aware of the group's general travel plans and participants.
2. For travel outside of a 60 mile radius of Elon, NC, the University requires that a faculty/staff Advisor accompany the organization or class. In cases where the official Advisor/Faculty member is unable to travel with the organization/class, a substitute full time faculty/staff member or otherwise approved Advisor must travel with the group. For the purpose of determining the 60 mile radius, the student organization/class must submit, along with the vehicle reservation form, a printout from MapQuest/ Yahoo/ Google indicating the one way mileage to the exact destination with a starting point of 101 W. Haggard, Elon, NC.
3. For travel outside of Alamance County, but within the 60 mile radius of Elon, it is preferred that an Advisor accompany the group. For travel within the 60 mile radius where no Advisor is traveling:

1. Groups may leave no earlier than 6:00 am and return no later than midnight of the same day.
2. The organization and Advisor should identify an "Approved Elon Trip Leader" (AETL) who will coordinate required paperwork, meet with the advisor prior to the trip for planning and to read through this document

together, serve as primary contact while traveling, and communicate regularly with the advisor should any problems arise while travelling (accident, injury, illness, travel disruption, natural disaster, local emergency, etc.). The AETL should also be instructed to call Campus Safety and Security to have the University's Administrator on Call (AOC) paged in the event of any illness or injury requiring medical treatment or causing a travel disruption).

3. The AETL should be an approved driver of University owned vehicles (regardless of mode of transportation).
4. The AETL should leave with the Advisor a copy of travel itinerary with destination contact information, list of all participants & their personal contact information, and if needed, the Driver Responsibility Form. [see sample at end of document]
5. The AETL should communicate with the advisor upon departure from Elon, arrival at destination, departure from destination, and arrival back at Elon.

4. Drivers of University owned vehicles must be registered and approved by the University before departure. If students will be driving personal vehicles, each driver should sign a Driver Responsibility Form and leave it with the Advisor. The Advisor should retain this form on file for the period of three years.
5. In case of an accident or injury, first contact local police to seek medical attention and obtain a police report, then the organization must contact Campus Safety and Police immediately (336.278.5555) and file appropriate forms with the Business, Finance and Technology office in Alamance 113 or call (336) 278-5428. A copy of the Accident and Injury Report form can be obtained through a link on the Business, Finance and Technology web page. http://www.elon.edu/business/accident.htm
6. During any organization/class activities, practices, conferences, retreats, etc., no alcohol/drugs are to be present. This includes transporting alcohol in a University vehicle or on a University trip.
   If alcohol/drugs are found, have been used, or proved to be present at any of these activities, the organization will have all travel privileges suspended by the University. This means that all organizations found in violation will be denied access to University vehicles, travel policies, or reimbursement for such expenses (hotels, off campus tournaments, registration fees, etc.).
7. While traveling, students are bound by University policies as stated in the Student Handbook, including the Honor Code as well as local and state traffic laws and regulations. Failure to abide by these policies may result in University review and judicial sanctions.
8. While the above guidelines serve as the general policy, Academic and Student Life Deans may approve alternative travel arrangements for certain events involving individual students, regularly scheduled repetitive travel, or unusual circumstances.

VANS AND USE OF PERSONAL VEHICLESThe university maintains vans for use by recognized student groups, faculty and staff for official university business. Only those persons on the university's approved drivers list and who maintain a good driving record may operate a university van.

In order for students to be eligible to operate university vans, a Van Drivers Training Course must be completed. The course consists of an application, classroom instruction and road test. To qualify for the course, students must be at least 19 years of age, have had three years of driving experience and maintain a safe driving record. Faculty and staff are not required to complete the course if they are driving 7-passenger vans only. However, if they are operating vans that occupy more than seven passengers then they must also complete the Van Drivers Training Course. Once the Van Drivers Training Course is completed a Drivers Application form must be submitted to the assistant vice president of Business, Finance and Technology in Alamance 113 or Campus Box 2285 with a copy of the applicant's driver's license. Once the form is approved then the driver is added to the university's drivers list. Driver's application forms are available in the Business, Finance and Technology office in Alamance 113. **Please note that only drivers who meet the underwriting standards of the university's insurance company will be approved to drive university vehicles.**

Student groups who use vans must have a faculty/staff advisor with them if the van is taken outside a 60 mile radius of Elon University. Faculty, staff and students are insured by the university's policy while operating university owned or university rented vehicles. Students and employees' personal automobile coverage is primary when using their own vehicles on university business including attending events required for academic credit. Students driving personal vehicles must sign a Driver Responsibility Form and leave it with the trip advisor. The Driver Responsibility Form can be found in the Student Handbook online. http://www.elon.edu/e-web/students/handbook/

Policies for Driving Vans for University Organizations

All vans driven during activities or trips, whether owned by the University or leased for the duration of the trip, will be driven only by approved Elon University drivers. These vehicles must be operated in full compliance with applicable campus ordinances and state laws. Each organization is responsible for ensuring that each trip has approved drivers. Organization Advisors and their members are entitled to use the Elon University vans for travel throughout the school year. These vans require the appropriate check out, driver registration, completion of the University's van driver course, approved Travel and Itinerary Form before they are released to use. Lastly, it is against university policy to transport alcohol, drugs, or weapons in any University vehicle.

To become an approved Elon University Van Driver:

1. Drivers must have no less than three years of driving experience, must not be a freshman and must submit a clear copy of their valid driver's license and completed Drivers Application form to Business, Finance and Technology in Alamance 113 for approval.
2. Drivers must read and become familiar with the Elon University Guidelines for Vans and successfully complete the Van Drivers Training course.
3. Use of the 15 passenger mini-bus requires additional training. Inquire at information desk located in Moseley center for more information.
4. Elon University may make exceptions to the policies based on an individual's driving history or special needs.

Who can use them? All students who are members of recognized student programs and organizations that are traveling off campus for an event. The student drivers must be registered with the Business, Finance and Technology office in Alamance 113 and with the Information Desk located at the entrance of the Moseley Center. The vans are for service projects, practices, games, break trips and other approved activities. The organization must not exceed the number of approved occupants in a van at one time when traveling. This is governed by the number of seatbelts provided.

How much will it cost? Student organizations are responsible for covering the cost of travel, including gas. Elon University has 12-passenger vans, 9 passenger vans, 7-passenger mini vans, a 14 passenger mini-bus and a 24-passenger bus (requires CDL to drive). Located in McMichael parking lot, these vans provide student organizations the opportunity to travel off-campus for events.

Reservations: Reservations are on a first-come, first-serve basis, and may be made 30 days in advance or no less than five days before out of state travel. After a student organization member has filled out the appropriate van reservation forms, it must be turned into the Information Desk of the Moseley Center.

Check In, Check Out: The van check in and checkout will be handled by the Director of Campus Center Operations or his/her designee on the day of the scheduled trip. At the time of van check out, the driver must have a valid driver's license, be on the University's approved driver's list (requires a license check by the University's insurance company and completion of the University's van driver training course), and must have filled out the appropriate release form to drive. A key will be given to the driver with a matching number which can be found on the front windshield of the van.

Upon returning from the trip, the key to the van should be turned in to the Moseley Information Desk immediately. If the organization returns during an off hour, the driver is responsible for making sure that the key is at the Moseley Information Desk for the next group to use the following morning. **All vans must be returned cleaned by emptying all trash and removing all belongings. It also must be returned with a full tank of gas! There is a minimum $25 fee for not refilling the gas tank.**

Driver Responsibility

1. Driver(s) must have a valid driver's license with them
2. Driver(s) or organizations are personally responsible for any law violations that result in warrants, fines, tickets, or damage.
3. Driver(s) or organizations are financially responsible for uninsured costs, including the deductible, incurred in any accident in which they are involved.

4. Ensure all passengers wear seatbelts.

5. Not use cell phones while driving. Calls or texting are prohibited.
6. Drive no faster than the posted speed limit or 65 mph, whichever is lower.

Advisor's Responsibility: To verify the trip in regard to its appropriateness, length, destination, and purpose. The advisor will also be held responsible for receiving the required forms from the Director of Campus Center Operations after he/she has authorized the form. University policy requires an advisor to accompany all student trips outside of a 60 mile radius of Elon University.

Example of Driver Responsibility Form

Destination(s): _____
Date of Travel: _____ Purpose: _____
Approved Elon Trip Leader: _____ Phone: _____

By signing below I certify that I hold the listed driver's license, in good standing with the state of issuance; that my vehicle is in safe working order; and that I have liability insurance as required by law.

Signed: _____ Date: _____

License #: _____ State: _____

Signed: _____ Date: _____

License #: _____ State: _____

Signed: _____ Date _____

License #: _____ State: _____

Signed: _____ Date: _____

License #: _____ State: _____

Signed: _____ Date: _____

License #: _____ State: _____

Student groups who use vans must have a faculty/staff advisor with them if the van is taken outside Alamance County. Faculty, staff and students are insured by the university's policy while operating university-owned or university-rented vehicles. Employees' personal automobile coverage is primary when using their own vehicles on university business. While on university business, excess liability will be provided by the university's policy after the employee's liability limit is exhausted. Students driving their own vehicles will have to rely solely on their own liability coverage for accidents even when participating in activities or attending events required for academic credit.

Drivers must be in good standing with the Department of Motor Vehicles.

*Freshmen are not allowed to operate University vehicles

Drivers must complete the university's "Van Safety Driving Course" and have a license check prior to being placed

on the list of approved drivers.

Policies for Driving Vans for University Organizations

All vans driven during activities or trips, whether owned by the University or leased for the duration of the trip, will be driven only by approved Elon University student trip leaders or staff. These vehicles must be operated in full compliance with applicable campus ordinances and state laws. Each organization is responsible for ensuring that each trip has approved drivers. Organization Advisors and their members are entitled to use the Elon University vans for travel throughout the school year. These vans require the appropriate check out, driver registration, completion of the University's van driver course, approved Travel and Itinerary Form before they are released to use. Lastly, it is against university policy to transport alcohol, drugs, or weapons in any University vehicle.

To become an approved Elon University Van Driver:

1. Drivers must have a valid driver's license, and a photocopy of their license should be on file in the Office of Business and Finance.
2. Drivers must read and become familiar with the Elon University Guidelines for Vans and successfully complete the 3D Driving Course.
3. Elon University may make exceptions to the policies based on an individual's driving history or special needs.

Who can use them? All students who are members of recognized student programs and organizations who are traveling off campus for an event. The student drivers must be registered with the Office of Business and Finance and with the Information Desk located at the entrance of the Moseley Center. The vans are for service projects, practices, games, and break trips and other approved activities. The organization must not exceed the number of approved occupants in a van at one time when traveling.

How much will it cost? Student organizations are responsible for covering the cost of travel, including gas. Elon University has 10-passenger vans, 7-passenger vans, a 15 passenger mini-bus and a 24-passenger bus (requires CDL to drive). Located in McMichael parking lot, these vans provide student organizations the opportunity to travel off-campus for events.

Reservations: Reservations are on a first-come, first-serve basis, and may be made 30 days in advance or no less than five days before out of state travel. After a student organization member has filled out the appropriate van reservation forms, it must be turned into the Information Desk of the Moseley Center.

Check In, Check Out: The van check in and check out will be handled by the Director of Campus Center Operations or his/her designee on the day of the scheduled trip. At the time of van check out, the driver must have a valid driver's license, be on the University's approved driver's list (requires a license check by the University's insurance company and completion of the University's van driver training course), and must have filled out the appropriate release form to drive. A key will be given to the driver with a matching number which can be found on the front windshield of the van.

Upon returning from the trip, the key to the van should be turned in to the Moseley Information Desk immediately. If the organization returns during an off hour, the driver is responsible for making sure that the key is at the Moseley Information Desk for the next group to use the following morning. **All vans must be returned clean and with a full tank of gas!**

Driver Responsibility

1. Driver(s) must have a valid driver's license with them.
2. Driver(s) or organizations are personally responsible for any law violations that result in warrants, fines, tickets, or damage.
3. Driver(s) or organizations are financially responsible for costs incurred in any accident in which they are involved, up to the amount of deductible clause in the University's insurance for collision or comprehensive.
4. Ensure all passengers wear seatbelts.
5. Not use cell phones while driving.
6. Drive no faster than the posted speed limit or 65 mph, whichever is lower.

Advisor's Responsibility: To verify the trip in regard to its appropriateness, length, destination, and purpose. The advisor will also be held responsible for receiving the Van Reservation Form from the Director of Campus Center

Operations after he/she has authorized the form. University policy requires an advisor to accompany all student trips outside of Alamance County.

TRAVELPOLICIES FOR ELON UNIVERSITY ORGANIZATIONS

The growth and involvement of students in Elon University Organizations has formed an overwhelming need for travel policies during seasonal trips. Because of the success of the program, Elon University has developed a list of travel guidelines. All Organizations and Advisors will be responsible for sharing the travel policy with their members before the start of each year and also updating them when changes occur on the playing schedule when traveling.

1. The University requires that an Advisor (or approved substitute) accompany the organization on each activity held outside of Alamance County.
2. The drivers of the vehicles must be registered and approved by the University before departure.
3. In case of accident or injury, the organization must contact campus safety immediately and file appropriate forms, as well as obtain a copy of the official police report. Additionally, the organization should contact the Director of Leadership and Organization Development.
4. During any organization activities, practices, conferences, retreats, etc., no alcohol/drugs are to be present. This includes transporting alcohol in a University vehicle or on a University trip.
   a) If alcohol/drugs are found, have been used, or proved to be present at any of these organizations activities, the organization will have all travel privileges suspended by the University. This means that all organizations found in violation will be denied access to University vehicles, travel policies, or reimbursement for such expenses (hotels, off campus tournaments, registration fees, etc.).
5. Any organization hosting an event on campus must file an event/risk management form with the Office of Student Life three working days before the event.

WITHDRAWALS

If, for any reason, a student decides that he/she must leave the university on a temporary or long-term basis, he/she must confer with a member of the staff of the Division of Student Life to formalize plans. If the student wishes to return to the university, he/she must reapply for admission. A student who withdraws from the university receives grades of "W" or "F" depending on his/her grades at the time of withdrawal The university does not grant retroactive withdrawals

If a student must leave campus for medical reasons, he/she may request a medical leave of absence and is required to submit documentation from an appropriate licensed health care provider. A medical leave of absence will be in effect for the current semester and up to one subsequent semester. If the student does not return by the established deadline, the leave of absence will automatically convert to a withdrawal. The student must reapply for admission if granted a medical leave of absence. During the medical leave of absence, the student will be considered matriculating and will not be fully disenrolled until the established deadline or until the student requests a withdrawal from the institution. Students who receive a medical leave of absence will be given grades of "WD" for courses in which they are currently enrolled Medical leaves of absence will not be granted retroactively. Medical leaves are not granted for individual classes.

The president, provost and vice president for academic affairs; vice president for business, finance and technology or vice president for student life; or persons functioning under their direct authority may carry out immediate, involuntary withdrawals concerning the conduct of a student. In extreme cases, prompt and decisive action may be required before there is an opportunity to conduct a hearing, as in cases in which a student's continued presence on campus substantially impedes the orderly functioning of the university or constitutes an immediate threat to the well-being or property of members of the university community, or the student requires more supervision than the university staff can reasonably provide. Students withdrawn involuntarily shall have a prompt hearing of charges which form the basis for their withdrawal. In some cases the student may be required to reside off campus and/or be given restricted access to the campus without being involuntarily withdrawn and pending the outcome of a hearing. The student may be withdrawn and not allowed on campus when he or she has stopped attending classes or is not making a reasonable effort to achieve passing grades in several classes.

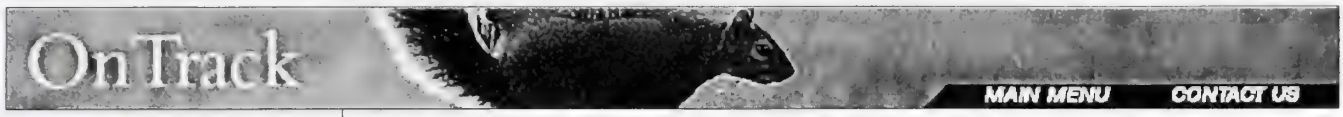
YOUNG COMMONS / WEST LAWN USAGE

Young Commons may be used to advertise university events from "dusk to dawn" basis when approved through the office of student activities. Events and educational displays may be held on the West Lawn or The Green of Moseley Center when approved through the office of student activities.

Elon University does not discriminate on the basis of age, race, color, creed, sex, national or ethnic origin, disability, sexual orientation or veteran status in the recruitment and admission of students,

the recruitment and employment of faculty and staff, or the operation of any of its programs.

Elon University, Elon, NC 27244
336.278.2000



OnTrack Help
- Exam Schedules
- Preregistration or Drop/Add Schedule
- Schedule Changes
- Half Semester Dates
- Frequently Asked Questions
- Grading with OnTrack

Preregistration Help
- Express Registration
- Search and Register
- Drop Classes
- Contact Information
- Advisor Approval

2010-2011 | 2011-2012

ELON UNIVERSITY
2010 - 2011 UNDERGRADUATE ACADEMIC CALENDAR

Fall Semester 2010

August 27	(Friday)	Orientation
August 28	(Saturday)	Orientation; Registration
August 30	(Monday)	Drop-Add Day
August 31	(Tuesday)	Classes Begin
September 6	(Monday)	Last Day for Late Registration
October 15	(Friday)	Mid-Semester Grades Due at 3:00 p.m.
October 15	(Friday)	Fall Break Begins at 2:50 p.m.
October 20	(Wednesday)	Fall Break Ends at 8:00 a.m.
October 22	(Friday)	Last Day for Dropping Course with "W"
November 1	(Monday)	Last Day to Remove Incomplete "I" and "NR" Grades
November 3	(Wednesday)	Preregistration Begins for Winter Term & Spring Semester 2011
November 23	(Tuesday)	Thanksgiving Holiday Begins Following Evening Classes
November 29	(Monday)	Thanksgiving Holiday Ends at 8:00 a.m.
December 7	(Tuesday)	Classes End
December 8	(Wednesday)	Reading Day (Evening Exams Begin)
December 9-14	(Thurs-Tues)	Examinations
December 16	(Thursday)	Grades Due at 10:00 a.m.

Winter Term 2011

January 3	(Monday)	Registration
January 4	(Tuesday)	Classes Begin
January 5	(Wednesday)	Last Day for Late Registration
January 13	(Thursday)	Last Day for Dropping Course with "W"
January 17	(Monday)	Martin Luther King Jr. Holiday
January 24	(Monday)	Classes End
January 25	(Tuesday)	Examinations
January 27	(Thursday)	Grades Due at 10:00 a.m.

Spring Semester 2011

January 31	(Monday)	Registration
February 1	(Tuesday)	Classes Begin
February 7	(Monday)	Last Day for Late Registration
March 18	(Friday)	Mid-Semester Grades Due at 3:00 p.m.
March 18	(Friday)	Spring Break Begins at 2:50 p.m.
March 28	(Monday)	Spring Break Ends at 8:00 a.m.
March 30	(Wednesday)	Last Day for Dropping Course with "W"
April 7	(Thursday)	Last Day to Remove Incomplete "I" and "NR" Grades
April 11	(Monday)	Preregistration Begins for Summer and Fall 2011
April 25	(Monday)	Easter Holiday
April 27	(Wednesday)	SURF
May 10	(Tuesday)	Classes End
May 11	(Wednesday)	Reading Day (Evening Exams Begin)
May 12-17	(Thurs-Tues)	Examinations

May 18	(Wednesday)	Senior Grades Due By 9:00 a.m.
May 20	(Friday)	Grades Due at 10:00 a.m.
May 21	(Saturday)	Commencement; Last Day of School

Summer School 2011
Summer Session One
June 1 - Registration
June 2 - First Class Day
June 16 - Last Day to Drop with "W"
June 30 - Last Class Day
July 1 - Final Exams

Summer Session Two
July 11 - Registration
July 12 - First Class Day
July 21 - Last Day to Drop with "W"
July 29- Last Class Day
Aug 1 - Final Exams

04/27/2010
Office of the University Registrar

Elon University | Elon, NC 27244 | 336.278.2000 |Contact us| © Elon University

Campus Services

Instructional Designs & Development
Bank Accounts and Check Cashing
Campus Safety and Police
Emergency Assistance
Campus Police
Campus Shop
The Phoenix Card
Financial Aid

Instructional Designs and Development

There are academic computer labs throughout campus available to Elon students at no extra charge. Elon is a multi-platform campus with ten PC labs and six Mac labs. Each computer is connected to the Internet and can access e-mail and software servers located throughout the campus. If at any time you have a problem in a computer lab, call the Technology Help Desk at ext. 5200 (all computer labs have phones).

Some computer labs, including the Belk Library computing facilities, are open throughout most vacations and offer extended hours during exams.

Bank Accounts and Check Cashing

Elon University does not cash checks. Students are urged to open an account with a local bank in order to avoid complications in the management of funds. Numerous banks are located within a five-mile radius of campus. When opening an account, it is best to make the initial deposit with cash or a certified check. If students use a personal check to open an account, many banks will require that they wait until that check clears before writing checks on the new account. Keep careful records of checks written to avoid passing a worthless check. Returned checks result in costly service charges and can harm the student's personal credit record.

Campus Safety and Police

The Office of Campus Safety and Police patrols the campus every day of the year. The office also administers the university's parking program, sponsors educational programming for the campus community related to safety and security issues, provides an escort service, operates the tram and shuttle service, administers the Operation ID program in which student property can be engraved for identification purposes and is the campus lost and found location. Campus security is maintained by a professional security staff which works under the direct supervision of the director of campus safety and police. The office works in very close cooperation with the Campus Police Department and the staff of the Division of Student Life.

Campus safety and police reminds students that the best security system is one in which every member of the community is alert. This means, among other things, that students should remember to lock their residence hall doors and take their keys with them; not go anywhere alone at night; report all suspicious persons immediately to the security office, residence life staff member or one of the deans; never leave personal possessions, including books, unattended; file a room inventory with the Office of Campus Safety and Police and engrave all valuables in a conspicuous place with one's license number.

The university does not assume responsibility for personal property. Students should check any home insurance policies which they or their parents carry to see if the policies cover their belongings while they are in college. Many homeowners policies cover belongings while at college.

Any problem involving theft should be reported immediately to the Office of Campus Safety and Police, ext. 5555 or 911.

During any crisis or time of need, seconds count. Elon has installed emergency phones at strategic points around campus. On the way to class, the office or travels around the campus, become familiar with the locations of the phones. When activated, the phones contact the campus security communication center. Phones are located at the following places:

Emergency Phones: Campus BLUE LIGHT and CALL BOX Phones can be found in the followings

Blue Light Phones - The Blue Light System is a series of emergency alarm stations strategically located throughout campus to provide assistance to anyone in distress. A blue beacon shines above each alarm station. When an individual presses the alarm button, they can communicate directly with the communication officer at the Department of Campus Safety and Police

- Danieley "G" parking lot
- Danieley "K"
- Danieley "L"
- Danieley "O" parking lot
- East Gym parking lot
- Harper Center parking lot
- Greek Walk/Loy Center
- Academic Village parking lot
- Mooney Staff parking lot
- Intramural field
- Koury Field House
- Whitley Staff parking lot
- Rhodes Stadium Ingold lot
- McMichael Science parking lot
- McMichael/Greek parking lot

Callbox Phones

- Carlton Building Elevator
- Carlton Colonnade
- Koury Center Elevator #1-105-A
- Koury Center Elevator #2-001B
- Koury Center Panic Phone #1-145
- Koury Center Panic Phone #3-145
- Koury Center Panic Phone #4-145
- Koury Center Panic Phone #9
- Koury Center Panic Phone #1-R-252
- Koury Center Panic Phone #7
- Koury Center Panic Phone #8
- Koury Center Panic Phone K-001
- Koury Center Panic Phone K-001D
- Koury Center Panic Phone M06
- Koury Center Panic Phone #5
- Belk Library Elevator
- Belk Library 3rd floor SW
- Belk Library 3rd floor NE
- McEwen Communications Elevator
- McEwen Dining Hall Elevator
- Moseley East Stairwell Panic Phone
- Moseley West Stairwell Panic Phone
- Moseley Northwest Stairwell Panic Phone
- Moseley Elevator Phone
- Powell South Stairwell Phone
- Staley Hall Exterior
- McMichael Elevator Phone
- Center of the Arts Elevator
- Mooney Elevator Phone
- Cannon Pavillion at Academic Villiage
- Honors Pavillion at Academic Villiage
- Carolina Hall 1st floor
- Sloan Hall 1st floor

The Office of Campus Safety and Police also provides a Security Escort Service after dark. Students on campus can call ext 5555.

Emergency Assistance

The university maintains an emergency system that will assist students in times of need.

If assistance is needed, students should contact the Office of Campus Safety and Police at ext. 5555 (278-5555 if off campus) or 911 if the situation is life threatening, and provide the following information:

- Name
- Location
- Phone number
- Brief nature of the emergency.

The Campus Safety and Police staff will dispatch appropriate emergency personnel and/or the Student Life Administrator-

on-Call.

Campus Police

The Office of Campus Police is under the direct supervision of the director of campus safety and police. The department operates under the administrative rules of Chapter 74G, the General Statutes of North Carolina. All campus law enforcement personnel are certified by the North Carolina Department of Justice, Criminal Justice Education and Training Standards Commission.

The Campus Police Department is responsible for the enforcement of North Carolina laws through the North Carolina Judicial System. The department consists of full time and reserve officers. The campus is patrolled 24 hours, 7 days per week.

The Campus Police Department has a Mutual Aid Agreement in place with all Alamance County Law Enforcement Agencies.

For non-emergency assistance, dial 278-5555. **For all emergency assistance, dial 911.**

Campus Shop

The Campus Shop, located in Moseley Center, is the university textbook and retail store. Textbooks (required and recommended), trade books, school and residence hall supplies, clothing, Greek items (by special order), gifts, cards and snacks are available. Other services offered are book buyback, class rings, textbook reservations, helium balloons, graduation paraphernalia and public fax access. Purchases may be made with cash, check, one of four major credit cards or the Phoenix Card/Phoenix Cash Account. Contact us by phone at 278-5400, e-mail elon@bkstore.com, or Web http://elon.bkstore.com.

The Phoenix Card

The Phoenix Card is the official Elon University student ID and much more. The Phoenix Card is a convenient program that allows the entire university community to make purchases, pay fees and gain access at many locations on and off campus. The Phoenix Cash account is a debit account to which you may add funds. These funds can be used on and off campus. Students can make a deposit to their Phoenix Card (Phoenix Cash account) anytime by using one of the following methods:

Credit card deposits can be made using the www.elon.edu/phoenixcard.
Cash, check and credit card deposits are accepted in the Phoenix Card Office, Moseley 111-A, during office hours.
Cash deposits can be made at the Value Transfer Station (VTS) in Belk Library, Daniel Commons and Moseley Center.

Some of the locations on campus where students can use their Phoenix Card include: all campus dining facilities, Campus Shop, most laundry and vending machines, Ellington Health Center, Belk Library, Campus Computer Store and many more. The Phoenix Cash account is also accepted at participating off campus merchants.

Identification Cards (The Phoenix Card)

Each student should carry his/her ID card (The Phoenix Card) at all times. It provides identification for athletic events, social activities, meal plans, etc. **Students may not lend their card to anyone else. Permitting another person to use a card or using someone else's card is against university policy.** Cards used imporperly will be confiscated and will be returned only after a conference held with the manager of the Phoenix card services. Judicial charges may be filed. Should the student lose his/her Phoenix Card, the loss should be reported to the Phoenix Card Office (Moseley 111-A) as soon as possible. There is a $25 replacement fee to receive a new card.

Financial Aid

The university provides financial assistance for eligible students who, without such aid, would be unable to attend. Elon students who wish to apply for assistance must submit an application to the Office of Financial Planning.

Students who wish to work on campus must receive prior approval from financial planning in order to do so. For assistance with emergency financial aid situations, contact financial planning at ext. 7640.

e-services

- Blackboard/Phoenix Card
- E-Alert notification system
- E-bill
- E-mail
- Meal plan change
- Online work timesheets
- OnTrack
- FIXit Physical Plant Work Requests
- Technology at Elon
- Vehicle registration
- VirtualApps
- Want Ads
- WebCheckout Equipment Reservations

Academic Resources

- Academic advising
- Academic catalog
- Belk Library
- Career Services
- Celebrate Student Achievements in Academics and the Arts
- Center for Leadership
- El Centro de Espanol
- Elon Experiences
- Honors/Fellows programs
- Isabella Cannon International Centre
- Lumen Prize
- National and international fellowships
- Phi Beta Kappa at Elon
- Project Pericles
- Registrar
- Social entrepreneurship program
- Substance education
- Undergraduate research program
- Writing Center

Student Services

- 24 Hour Emergency Assistance
- Bursar

Campus mail
Campus recreation
Campus safety & police
Campus Shop
Campus transportation
Counseling services
Dining services
Disabilities services
Health services
Phoenix Card Services
Residence life
Moseley Center
Sexual assault prevention/response
Student employment
Zimride
Zipcar

Organizations/Offices

Center for Leadership
Greek life
Kernodle Center for Service Learning
Multicultural Center
Orientation
Truitt Center for Religious and Spiritual Life
SGA
Student activities
Student organizations list
Student Union Board

Policies/Administration

Administrative staff
Division of Student Life
Honor code
Judicial affairs
Student handbook

Elon University, Elon, NC 27244
336 278.2000

535 V3 P 2560
03/23/11 33700

Academic Village Amphitheater Use
Access of Individuals with Disabilities
Accidents
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ACADEMICVILLAGE AMPHITHEATER USE

Campus organizations or individuals wishing to host events (initiations, speakers, forums, musical events, etc.) in the amphitheater in the Academic Village must have a must have an event registration request approved at least one week in advance at the Moseley Front Desk. Classes may be held on a first-come, first-serve basis, but classes may not be scheduled for the amphitheater on a routine basis. Event registration is not required for individuals and informal, small group use of the amphitheater for discussions, reflection, studying and other low-key activities.

Campus organizations or individuals wishing to host events (initiations, speakers, forums, musical events, etc.) in the amphitheater in the Academic Village must have a must have an event registration request approved at least one week in advance at the Moseley Front Desk. Classes may be held on a first-come, first-serve basis, but classes may not be scheduled for the amphitheater on a routine basis. Event registration is not required for individuals and informal, small group use of the amphitheater for discussions, reflection, studying and other low-key activities

ACCESS OF INDIVIDUALS WITH DISABILITIES

Elon University is committed to the principle of equal opportunity for all qualified students. In fact, the university policy on disabilities was created to ensure equal access at Elon, as well as compliance with federal and state regulations. Our policy defines the rights and responsibilities of both Elon University and of individuals with

disabilities. It also contains the university's procedures for obtaining accommodations as well as the mechanism for dispute resolution. Qualified persons with a disability have the responsibility to provide formal written documentation to the office of Disability Services an evaluation from a licensed professional (such as a psychologist, learning disabilities specialist or, in the case of physical illness/conditions, a physician). The documentation must be dated within four years of the student's enrollment at Elon, and it must explain precisely what the disability is, the limitations resulting from the disability and the specific accommodations needed. Students must make written requests for modifications/accommodations in advance each semester. Follow this link http://www.elon.edu/docs/e-web/academics/advising/ds/guidebook.pdf to view the Disabilities Guide Book.

ACCIDENTS ACCIDENTS

Members of the university who are involved in accidents (falls, automobile, etc.) on campus should report the accident immediately to Campus Safety at ext. 5555. An additional report should also be filed with the assistant vice president for business and finance, Alamance 107. Follow this link http://www.elon.edu/docs/e-web/administration/business finance technology/Accident%20Reporting%20Form.pdf

ANIMALS ON CAMPUS

Animals must be on a leash if on university property. The Town of Elon has a leash law which also applies to the university. Violation of town ordinances can result in public prosecution. Animals are not permitted in university buildings. Exception will be made only for assistance animals. Animals may not be used in pranks or otherwise for amusement or ceremony in connection with any individual, university or group activity. Violation of these policies may result in judicial action.

ATHLETIC GAME PLAYING

Athletic game playing is permitted only in approved areas on campus. Games are NOT permitted in residence halls, parking lots, dining halls and academic buildings unless prior approval is obtained.

BICYCLES BICYCLES

Bicycles can only be parked in areas designated for bicycles (bicycle racks). All bicycles must be registered with the Office of Campus Safety and Police. Bicycles found in any areas including but not limited to stairwells, railings, brick colonnades and gazebos will be confiscated, and a $5.00 fine and $10.00 monthly storage fee will be assessed. All bicycles left after May commencement become property of the university.

CIVIC ENGAGEMENT ACTIVITIES, PROTESTS, and DEMONSTRATIONS

Elon University seeks to encourage students to be civically and politically aware and involved, and supports a visible and vibrant environment where students express their views openly on any part of the campus. The university requests that activities and events be registered to ensure safety and the orderly functioning of the university, but does not censor or marginalize any group or point of view. In exercising their free speech rights, University community members assume responsibility for the consequences of their actions and do not represent the university. All forms of speech/protest must adhere to state and federal laws, as well as the university honor code, and must not interfere with the normal operations of the university. Please refer to the Civic Engagement website at http://www.elon.edu/e-web/students/civic_engagement/ for the university's statements and guidelines for Campus Events, Demonstrations, and Student Protests. More detailed policies are found within the Student Handbook, but a brief summary of policies approved by the Student Life Committee is presented here.

West Lawn

To provide a particularly convenient and visible location for spontaneous student activism and civic engagement activities/programs on campus, the west lawn of Moseley Center is designated as a "Speaker's Corner" for individual students or student groups. Typical activities might include, for examples, displaying a signboard on which students may write their opinions, chalking the sidewalk, student speeches or handouts on a current issue, a memorial vigil, etc. Such activities must be registered at the Moseley desk. After the event is registered, the activity may begin within 24 hours and, in many cases, may begin immediately. Students may be assigned to areas on the West Lawn to accommodate and maximize the success of multiple activities. These activities do not involve persons outside the university, are not amplified, and do not disrupt others, or damage property (including the lawn itself). The West Lawn registration form is available at the Moseley Center front desk or at http://www.elon.edu/e-web/students/campuscenter/forms.xhtml

Student Demonstrations and Protests

Demonstrations and protests may be registered in advance of the planned activity by completing the Event Registration form available at the Moseley front desk or online at http://www.elon.edu/e-web/students/campuscenter/forms.xhtml. Note: The registration of demonstrations and protests will be expedited and approved within three days. Students may protest or hold demonstrations in any part of campus, including the Phi Beta Kappa Plaza, the West Lawn of Moseley, at the Chandler or Fonville Fountain. When protests or demonstrations occur in the context of a speaker on campus, audience members may not infringe upon others' ability to view or to comprehend the speaker. Protests and demonstration areas, if established for a campus speaker or program, must be visible and in proximity to the event

Campus Events and External Groups

Political activities that have the potential to be a campus event or involve outside groups, such as a state or national political candidate, must be reviewed and approved by a committee comprised of appropriate senior staff members, Safety and Security Staff, and the chair of the Academic Council. Guidelines for these events are presented in the Memorandum of Understanding for Campus Events and External Groups and may be found at the Civic Engagement website at http://www.elon.edu/e-web/students/civic_engagement/

CHANGE OF ADDRESS/PHONE NUMBER

If a student's address or phone number changes at any time, he/she must notify the Registrar immediately. It is essential that the university has current information to contact students about official academic matters and in case of emergency. The university requests students to maintain their current cell phone numbers on On Track for emergency use; cell phone numbers will not be given out without permission of the student.

DINING HALL REGULATIONS, THE PHOENIX CARD

DINNING HALL REGULATIONS

Dining Halls

Food, dishes, silverware or other equipment may not be taken from the dining hall without permission of the dining hall manager. Visitors are expected to pay for their meals unless payment is made by their hosts. Persons who fail to cooperate with dining hall personnel or to comply with dining hall regulations will lose their dining hall privileges without compensation. The Phoenix Card may not be used by anyone other than the student to whom the card is issued. Students who use another person's Phoenix Card or students who allow someone to use their Phoenix Card will be charged with fraud. The Phoenix Card will be confiscated and will be returned after a conference with the Phoenix Card manager. Judicial charges may be filed.

Proper attire including shirts and shoes MUST be worn in the dining halls. Sick plates may be obtained by presenting a note from an assistant director of Residence Life or the assistant dean of students and a validated meal card. Students who are sick and cannot leave their rooms should notify their resident assistant to make arrangements for meals.

The Phoenix Card Policies

The Phoenix Card is the official University identification card. Each student should carry his/her Phoenix Card at all times. It provides identification for athletic events, social activities, meal plans, etc. Students may not lend their card to anyone else. Permitting another person to use a card or using someone else's card is against university policy Cards used improperly will be confiscated and will be returned only after a conference held with the Manager of Phoenix Card Services. Judicial charges may be filed.

Should the student lose his/her Phoenix Card, the loss should be reported to the Office of Phoenix Card Services (Moseley 111-A) as soon as possible. The card owner may suspend activity on their Phoenix Card for nights and weekends by visiting www.elon.edu/phoenixcard. There is a $25 replacement fee to receive a new card.

Campus Safety and Police can issue temporary door access cards for students who misplace their card at a time when Phoenix Card Services is closed (evenings and weekends.). These cards may be coded for temporary door access only. Students should report to Phoenix Card Services (Moseley 111-A) as soon as possible to receive a new card. Until that time, students should make alternate arrangements for meals, library use etc.

EVENT REGISTRATION

All recognized campus organizations, programs and classes wishing to host events (parties, speakers, programs, etc.) must complete an event registration form one week in advance with the Moseley Center Front Desk. If the event is taking place off campus, registration must be completed two weeks prior to the event. Events taking place off campus and wilth alcohol will require additional forms.

GOLF BALLS

Golf balls may not be hit anywhere on campus including on the Driving Range on South Campus unless approved.

HAZING

Hazing is against North Carolina state law. N.C. Statutes 14.35-14.36, define the practice as, "to annoy any student by playing abusive or ridiculous tricks upon him; to frighten, scold, beat or harass him, or to subject him to personal indignity." Any violation constitutes a Class 2 Misdemeanor. State law requires that the faculty or governing board of a college or school expel any student convicted of hazing in court.

The hazing policy exists for the protection of the rights and well-being of students. Since 1978, more than 75 students have been killed and hundreds injured in hazing incidents at schools and colleges in the United States. In none of these cases did the group set out deliberately to harm someone. In nearly all the incidents, the use of alcohol was a factor.

Weather conditions, unforeseen circumstances, hidden physical or psychological disabilities, pressure from the group -- these and other factors can cloud the judgment of those in charge and turn what began as fun into a haunting tragedy. The university will not risk such an incident happening at Elon. It would be unconscionable and unethical for the university to sanction in any way a policy which could conceivably result in harm to a student.

It is a misperception that hazing only occurs in fraternities and sororities. Other groups and individuals have been found responsible for hazing. In instances involving other groups and individuals, the sanctions are the same as for those groups and individuals with Greek affiliation. Those "simple" residence hall pranks or athletic team traditions for new members may indeed be considered hazing! It is in the best interest of every individual and group to consult with the director of Greek life prior to planning any activity to make sure it is not considered hazing.

Also to be considered is the personal risk involved for groups and individuals convicted of hazing. The Elon University Honor Board has, in the past, disciplined even new members who participated in hazing; those in charge were given maximum penalties. Personal liability is another consideration. In the event of an injury, not just the organization is liable but also the individual members involved. It could take years to satisfy the demands of a major lawsuit.

It is important to note that hazing is not essential to the success of an organization. The strength of such groups depends on the respect and trust which evolve among members. Hazing does not build such relationships

The student life division has carefully outlined the university policy on hazing and will continue to conduct an extensive awareness campaign. This policy will be enforced, and violators will be prosecuted to the extent allowed

INCLEMENT WEATHER

The university remains open during times of snow and ice storms or other types of inclement weather in order to serve resident students as well as commuters who live close to campus. If weather conditions become so severe as to render it hazardous for students to drive to campus, those students who choose not to travel on that day will, in no sense, be penalized for failure to do so. The most accurate and up-to-date information about the status of classes and campus services can be found on the E-net! Web site (www.elon.edu/e-net). Students are encouraged to check the Web site frequently for updates, schedule changes and closures. Students may also access important bulletins by calling the Elon severe weather hotline at (336) 278-SNOW (7669). In addition, student may receive important weather-related messages via the E-Alert cell phone text messaging system. Sign up for E-Alert at this site: http://org.elon.edu/e-alert. Many local TV and radio stations also broadcast information concerning class cancellations or campus closure. TV Channels: WFMY, WTVD, WGHP - Fox 8, WXII and Elon University Cable Channel 3. Radio Stations: WUNC, 91.5 FM; WFDD, 88.5 FM; WBAG, 1150 AM; WMAG, 99.5 FM; WKZL 107.5 FM;

WSJS 600 and 1200 AM; and Elon University station WSOE, 89.3

LIBRARY RESOURCES: CAROL GROTNES BELK LIBRARY

The Carol Grotnes Belk Library provides a variety of learning resources and services in support of the university curriculum, helping students develop effective research, study and presentation skills.

The library offers over 300,000 books, 8,000 current serial subscriptions, 70,000 government documents and 24, 000 audiovisual materials for use by the entire university community. Provided are Library instructions for individuals and classes, professional reference services, a wide variety of online databases, internet access and a variety of interlibrary loan services. Additionally, students can find novels, DVD's and audio books for recreational reading, viewing and listening.

Within the library, the Office of Media Services offers audiovisual production and design services, audiovisual equipment and materials, and laptop computers for check-out with a Phoenix card.

LIBRARY **REGULATIONS**

*The library seeks to maintain an atmosphere conducive to studying and reading. Talking in a subdued tone is permitted on the first floor. The second floor and third floors are reserved for quiet study. Students working in groups are urged to use one of the small study rooms.

* Cell phones may be used only on the first floor, the back stairwells, and the study rooms.

*Certain types of materials, including reference books, reserve materials, newspapers, periodicals, microforms and archival materials may be used only in the library.

*Circulating materials are loaned for various lengths of time, and each borrower is responsible for knowing the due date/time on all items and for returning them on or before they are due. Borrowers will receive an e-mail courtesy reminder three days before items are due and can renew needed items either online or in person.

*There are no daily library fines but borrowers with overdue materials will be blocked from further check-outs.

*Borrowers with overdue materials will receive two e-mail overdue notices, followed by a bill. At this point the material is considered lost, and borrowers will be charged $60.00 per item ($50 replacement cost, $5 processing fee, and $5 non-refundable billing fee). If the item is returned, the borrower will owe only the $5 billing fee.

*The library will accept an exact replacement, in new condition, of the lost item but in all cases the borrower is responsible for the billing fee.

*Materials lost belonging to other libraries will be charged at the rate of the lending library.

*All outstanding library debts must be cleared before the student may check out other materials, withdraw officially from school, receive a transcript, register for another semester, or graduate.

*The library adheres to and supports all copyright regulations.

LOST**AND FOUND**

The lost and found service is maintained in the Office of Campus Safety and Police and the Moseley Center Front Desk. All items must be claimed by the end of the semester/term.

NON-UNIVERSITY **RELIGIOUS GROUPS**

Non-university religious groups that wish to come to the campus to present programs or otherwise encounter students must have the approval of the vice president for student life and dean for students. The vice president will not grant such approval without the endorsement of the university chaplain.

ORGANIZATIONS/**RECOGNITION**

All campus-recognized organizations are open to students regardless of race, color, disability, national or ethnic origin, and sex (exceptions being social fraternities and sororities, some sports clubs and a cappella groups). Some organizations may have academic requirements for admittance or charge fees for membership.

Students wishing to form student organizations must be approved by the University before they may reserve rooms or use field space; be listed on Elon documents as a group; advertise via flyers, posters, table tents, E-Net, WSOE or websites; participate in the Organization Fair; attend competitions, hold performances, etc.; use university vehicles; or request funding from the Student Government Association. Student groups may not use the Elon name on campus, online, or off campus as a group, conduct tryouts or otherwise commence activities as an organization until approved as an official student organization. Contact the Center for Leadership, or visit the website http://www.elon.edu/e-web/students/organizations/forming.xhtml on steps for forming a student organization.

Recognition will be suspended for groups who do not submit by October 1 to the Center for Leadership each year a membership roster, verification of an active faculty advisor and goals for the academic year. Organizations must also submit by April 1 of each year a progress report on achieving those goals and an updated roster.

PARTIES AND EVENTS

All campus parties and events must adhere to regulations concerning alcohol and room capacity. All parties must be registered with the Director of Campus Center Operations at the Moseley Front Desk. A "party/event" registration form, available at the Moseley Front Desk and online, must be submitted to the appropriate director at least one week prior to the planned event. Forms which are not submitted at least one week in advance will not be considered for registration. The only exception to the one week approval process is for student activism events taking place on the West Lawn of Moseley. The West Lawn is readily accessible for spontaneous student activism and events will be approved within 24-hours.

The possession of kegs, common containers or multi-serving containers which hold or have held alcohol is strictly prohibited anywhere on campus, including in vehicles. The university abides by the law of the state of North Carolina which prohibits persons who are less than 21 years of age from possessing or consuming alcoholic beverages of all types. Individuals will be held responsible should they dispense such beverages to persons who have not yet reached age 21.

The public display or consumption of alcoholic beverages is prohibited by university policy and the laws of the state of North Carolina. No party -- formal or informal, planned or spontaneous -- involving the use of alcoholic beverages may be held in any area of the campus without prior approval from the appropriate director. Public is defined in terms of the following locations: all open spaces on the campus; all dining halls and snack bars; all hallways and stairways; all bathrooms and auxiliary rooms and every other space exclusive of individual residence hall rooms, residence halls and residence space under authority of the university. Students may consume alcoholic beverages provided they are 21 or older, in residence hall rooms only.

There may be no more than six persons in any given residence hall room or no more than 20 in Danieley Center Apartments or Flats. (Exception: in the North area organization/special interest suites, the limit is 20 in an eight person suite, including all rooms and lounges. The limit in public areas of Greek houses should be consistent with posted fire regulations.) This policy will be strictly enforced, and students who violate these regulations are subject to immediate campus judicial action.

POSTERS AND PUBLICITY

All signs or posters which are to be placed on the campus must be approved the Moseley Center front desk. Please bring the sign or poster to be approved before it has been duplicated.

The Director of Campus Center Operations manages the posting/publicity policy. The following offices are responsible for approving posters and flyers on campus in the approved manner and places consistent with all rules described in the handbook:

Moseley Center - university programs and miscellaneous items (e.g. banners, chalk, etc.) not covered by the following offices. Any off-campus business must advertise in the Pendulum.

Campus Recreation - athletic teams, campus recreation clubs

Kernodle Center for Service Learning - service organizations

Cultural Programs - all programs and activities associated with the Department of Performing Arts

Leadership - media, leadership programs, and recognized student organizations

Provost - academic departments, honor societies, departmental organizations

Religious Life - religious organizations

Residence Life - residence halls and programs

Greek Life - Greek Organizations

* Posters and signs may be posted by faculty, staff, students or student organizations in approved areas only and with approval of the appropriate office. Failure to receive authorization will result in the removal of the signs or posters, restitution for any damage and may result in loss of posting privileges.

* Once a flier/sign has been authorized, it can remain posted for a maximum of 30 days or until the "down" date. Individuals or groups who receive authorization are responsible for removing their posters/signs within 24 hours after the posting date has expired.

* No reference to alcoholic beverages or bars may appear on any poster or sign. This includes, but is not limited to, BYOB or YOUR FAVORITE BEVERAGE.

* All signs/posters must be in good taste, consistent with university policies, and shall not contain sexist, racist, profane or derogatory remarks, or nudity. The university retains the right to deny posting of any materials on campus.

* All posters and digital signs must have the name of the sponsoring organization/individual on the powerpoint

* Approved locations for posting: Signs and posters may be placed on the bulletin boards throughout the campus as well as on outdoor kiosks. Signs and posters are not to be placed on walls, doors, windows, restrooms stalls, or mirrors, the balconies or railings of Moseley, refreshment machines, wood or plaster columns, or any other parts of buildings, including the colonnades. Individuals or groups who post signs or posters in unauthorized locations will be required to remove the posters and may lose their posting privileges. Repeated violations may result in judicial action.

* Groups wishing to place posters in Moseley Center must consult with the Director of Campus Center Operations.

* Banners: University offices that wish to publicize an event by using a banner must obtain permission from the director of campus center operations at least two weeks before the banner is to be hung. All banners must be professionally made and meet appropriate university standards for height, width and color (detailed information is available at the information desk at Moseley Center). The group must submit all information for approval prior to the making of the banner.

* **Table tents**: Recognized student organizations that wish to place table tents on the tables of the dining halls, the Octagon Cafe, Danieley Center Commons Food Court, Freshens and/or the Acorn Coffee Shop should first have the tents approved by the director of the leadership office. Once approved, permission for placing the table tents can be obtained by contacting the director of campus dining services, ext. 5333.

* **Using chalk on sidewalks**: Recognized student organizations that wish to publicize an event by using chalk on sidewalks must obtain permission from the director of campus center operations at least three working days in advance of the advertising date. The group must submit all sayings for approval. The organization must agree to use only chalk and must clean all areas within 24 hours after the event. Chalking on brick walkways is prohibited.

* **Posting in residence halls**: Only signs and posters approved by the appropriate office will be considered for distribution/posting in the residence halls. Students or recognized student organizations that wish to have signs/posters placed on residence hall bulletin boards must bring 80 copies of the approved sign/poster to the Office of Residence Life. The residence life staff will place the information on the bulletin boards. Distribution to student rooms is not permitted.

* All posters and signs must be removed from the campus within 24 hours after the event

* Posting associated with off-campus organizations: All signs/posters associated with off-campus organizations, programs, or individuals must adhere to the university policies and procedures. These signs are subject to prior approval from the vice president for business and finance. These signs may be posted no longer than 30 days on the off-campus bulletin board in Moseley Center and Alamance Building.

The Moseley Center now offers new Digital Posters instead of traditional posters that students, faculty, and staff can use to promote campus organization and events. On this page you will find all the information policies and procedures in regards to the digital advertisement.

Digital Poster Procedures:

Using Power Point:

Create a new document with page dimensions of 11.25" wide by 20" tall.* (call x5018 for help). **Click Here for PowerPoint Template**

1. Design the electronic poster and insert your desired content.
2. Save the file in the program format or as a .jpg (files saved as .jpg can not be edited). Please use the following naming scheme for the file name: *group or organization name_poster or event title_date to remove*. (For example: sub_fall concert_10-6)
3. Submit electronically to moseleyads@elon.edu as an attachment with posting instructions (start date, end date, etc) included in the body of the E-mail.
4. You will receive a confirmation E-mail when digital poster has been uploaded to the Moseley digital displays.

If the poster is not designed to required dimensions, it cannot be posted. Please direct all questions to Drema Holder or the Moseley Center Front Desk at ext. 7215.

All signs or posters which are to be placed on the campus must be approved by the Moseley Center Front Desk. Please bring the sign or poster to be approved before it has been duplicated.

The Director of Campus Center Operations manages the posting/publicity policy. The following offices are responsible for approving posters and flyers on campus in the approved manner and places consistent with all rules described in the handbook:
Moseley Center - university programs and miscellaneous items (e.g. banners, chalk, etc.) not covered by the following offices. Any off-campus business must advertise in the Pendulum.
Campus Recreation - athletic teams, campus recreation clubs
Kernodle Center for Service Learning - service organizations
Cultural Programs - all programs and activities associated with the Department of Performing Arts
Leadership - media, leadership programs, and recognized student organizations
Provost - academic departments, honor societies, departmental organizations
Religious Life - religious organizations
Residence Life - residence halls and programs
Greek Life - Greek Organizations

* **Posters and signs** may be posted by faculty, staff, students or student organizations in approved areas only and with approval of the appropriate office. Failure to receive authorization will result in the removal of the signs or posters, restitution for any damage and may result in loss of posting privileges.
* **Once a flier/sign** has been authorized, it can remain posted for a maximum of 30 days or until the "down" date. Individuals or groups who receive authorization are responsible for removing their posters/signs within 24 hours after

the posting date has expired.

* **No reference to alcoholic beverages** or bars may appear on any poster or sign. This includes, but is not limited to, BYOB or YOUR FAVORITE BEVERAGE. The Lighthouse may be advertised: the event must take precedent over the menu.

* **All signs/posters** must be in good taste, consistent with university policies, and shall not contain sexist, racist, profane or derogatory remarks, or nudity. The university retains the right to deny posting of any materials on campus.

* **All posters** must have the name of the sponsoring organization/individual on the poster.

* **Approved locations** for posting: Signs and posters may be placed on the bulletin boards throughout the campus as well as on outdoor kiosks. Signs and posters are not to be placed on walls, doors, windows, restrooms stalls, or mirrors, the balconies or railings of Moseley, refreshment machines, wood or plaster columns, or any other parts of buildings, including the colonnades. Individuals or groups who post signs or posters in unauthorized locations will be required to remove the posters and may lose their posting privileges. Repeated violations may result in judicialaction.

* **Groups wishing** to place flyers in Moseley Center must consult with the Director of Campus Center Operations.

* **Banners**: University offices that wish to publicize an event by using a banner must obtain permission from the Director of Campus Center Operations at least two weeks before the banner is to be hung. All banners must be professionally made and meet appropriate university standards for height, width and color (for information contact the Director of Campus Center Operations). The group must submit all information for approval prior to the making of the banner. Major institutional events, such as Family Weekend, Homecoming and Commencement take precedent over individual departments.

* **Table tents**: Recognized student organizations that wish to place table tents on the tables of the dining halls, the Octagon Cafe, Danieley Center Commons Food Court, Freshens and/or the Acorn Coffee Shop should first have the tents approvedbytheDirectoroftheLeadershipOffice. Once approved, permission for placing the table tents can be obtained by contacting the director of campus dining services, ext. 5333.

* **Using chalkon sidewalks**: Recognized student organizations that wish to publicize an event by using chalk on sidewalks must obtain permission from the Director of Campus Center Operations at least three working days in advance of the advertising date. The group must submit all sayings for approval. The organization must agree to use only chalk and must clean all areas within 24 hours after the event. Chalking on brick walkways is prohibited.

* **Contact Residence Life** in the Moseley Center, room 213 or ext. 7300 for posting in the Residence Halls.

* **The only exception** to the posting policy is the spring student government elections. During the 10 days prior to the election, signs and/or posters will also be permitted on the brick colonnades area on each side of Alamance Building. Signs or banners may not be suspended from the buildings. All posters and signs must be removed from the campus within 24 hours after the election.

The Moseley Center now offers Digital Posters instead of traditional posters that students, faculty, and staff can use to promote campus organization and events. On this page you will find all the information policies and procedures in regards to the digital advertisement.

Fundraising & Displays in Moseley Center:

In an effort to address the need to advertise and promote events in the Moseley Center, the following options are currently available:

1. Information Board (across from the mailroom) – This board is organized in sections and allows areas with a common theme to post approved information in an orderly fashion. In order to place information on this board, please submit approved information at the Information Desk to be posted by the Moseley Center staff.

2. Table Reservations – Three locations in the Moseley Center have been designated areas for groups to solicit information and participate in fundraising. Reservations may be made at the Information Desk. An approved "Request for Fundraising/Solicitation Permit" must be submitted at the time of the request. Forms are available in the Student Life Office,Moseley Center 209. Please refer to the Student Handbook for more information.

PROFESSIONAL BOUNDARIES BETWEEN FACULTY/STAFF AND STUDENTS

All faculty, including any university employees with teaching responsibilities or any who hold a position of authority with students, as described below, are expected to maintain appropriate professional boundaries in their

relationships with students. In keeping with the Elon University mission, faculty relationships with students must maintain a central focus on student learning and development. Inappropriate relationships that potentially jeopardize the centrality of this focus are contrary to the mission of the university and counterproductive to the educational process.

Intimate relationships between faculty and students, even of a consensual nature, are inherently problematic due to the unequal status of faculty and students. Therefore, any employee with teaching responsibilities or any other position of authority in relation to students may not engage in such inappropriate relationships with students. Pre-existing relationships are exempt from this policy. An inappropriate relationship is defined as any romantic or physically intimate liaison. Positions of authority include, but may not be limited to, teaching, evaluating, supervising, coaching, or advising a student or student group.

Students who feel faculty or staff have exceeded professional boundaries with them or other students should report the incident to the Office of the Vice President and Dean of Students. This is a serious issue and has strong ramifications for both the students and the faculty/staff involved. Students will not be penalized or discriminated against in any way for reporting incidents, but any student who knowingly files a false or malicious complaint may be charged with lying under the honor code. When a complaint is received, the vice president or his designee will explain the grievance procedure and work with the student for an expeditious resolution in as confidential manner as possible.

Informal Procedure: The vice president for student life will notify the department head or supervisor of the accused faculty or staff person and investigate the complaint. In consultation with the vice president for student life, the supervisor/chair will meet with the accused faculty or staff person and student as needed to resolve the complaint. If the complaint is found to have merit, the resolution of the case will be forwarded to the Office of Human Resources. An informal review and resolution of the matter should always take place before the student resorts to the formal grievance procedure. In some cases, input from select persons in the university may be helpful; the supervisor/chair may wish to contact such a person.

Formal Procedure: If the complaint cannot be resolved informally, then the student may use the formal procedure, which is the same as the formal grievance procedure for the sexual harassment policy as outlined in the Faculty Handbook and the university Employee Manual. The handbook and manual are available in the Human Resources Office, the Office of the Vice President for Student Life and Dean of Students, the Office of Student Development and the Office of the Provost/Vice President for Academic Affairs.

Approved by the Student Life Committee on April 25, 2002.

PSYCHOLOGICAL EMERGENCIES

A student who experiences a psychological emergency, including attempts to harm himself/herself, may be required to leave campus and will be required to have a psychological evaluation. If the psychological emergency involves a community disturbance, disrupts the orderly functioning of the university, or requires more supervision than the university can reasonably provide, or jeopardizes in any way the safety of the student or others, the student may be required to remain off campus. The student may be required, at his/her own expense, to be evaluated by an off campus, licensed health care provider.

The director of counseling services (or designee) will prepare an evaluation of the student's capacity for remaining enrolled at the university. The director of counseling services will make a recommendation to the vice president of student life and dean of students regarding the student's ability to return to the university. The student's parent(s) or guardian may also be notified.

If the student is allowed to remain enrolled, he/she will be required to sign an Agreement to Return to Campus, which documents conditions for remaining enrolled. This agreement may include outpatient treatment, and the student, the vice president of student life and the director of counseling services will evaluate it each semester, winter term or summer term. At any of these times, the agreement may be terminated.

Parents or guardians may be required to assist the student. In the event of an extreme emergency such as a suicide attempt, or any extreme situation where the student's judgment is significantly impaired, until parents or guardians can be contacted the on-call counseling staff will assist with initial treatment recommendations. The student or

his/her family will be responsible for all off-campus costs including transportation to the hospital, the initial evaluation and any hospitalization costs or outpatient treatment.

RECRUITMENT/INTAKE (FRATERNITY AND SORORITY)

Membership intake or recruitment (formerly known as "rush") is the mutual selection process by which fraternities and sororities recruit new members and introduce them to the benefits and responsibilities of fraternity and sorority life.

Elon University policy requires that a student interested in joining a fraternity or sorority establish a minimum cumulative grade point average at Elon before he/she can complete the recruitment process, and have completed 12 hours of study at Elon. Currently, the minimum GPA requirements are: Panhellenic Council organizations (sororities) - 2.75, Interfraternity Council organizations (fraternities) - 2.5, and National Pan-Hellenic Council organizations (historically African-American fraternities and sororities) 2.5. The minimum GPA requisite is subject to change; please call the Office of Greek Life for detailed information.

Formal recruitment takes place each spring, but open recruitment events and information meetings are held throughout the school year. For more information contact the director of Greek life at ext. 7326, or visit the Greek life Web site at http://www.elon.edu/greek

RECYCLING: RECYCLING

Recycling is very important here at Elon! **Thanks** to a concerted campus effort, the university community recovered more than **560 tons** of paper and cardboard and more than **150 tons** of other recyclable's such as glass, plastics and aluminum from 2005 through 2009. This is over **25 more tons recycled** than the prior year, a success due to increased campus awareness and the collaborative efforts from students, faculty and staff who have participated in Elon's recycling program. The more we recycle, the less we send as waste to the landfill, which **helps reduce costs** to the campus and provides materials to be reduced and reused in many other capacities. Carpeting, copy paper, drywall, cardboard, and insulation are just a few of many things that can be made from recycled materials.

Student ***must*continue** to do their part. Each resident's room is supplied with a recycling bag to help transport recyclables to designated recycling areas found within or in close proximity to their living area. Throughout the campus recycling containers are located within buildings, classrooms, residence halls and at athletic events. Recycling containers are identified by shape, size and color and in some cases colored lids and bags. Blue typically identifies recycling and is fairly universal. Green top lids are now in use to capture plastic, aluminum and glass around campus. Labeling also helps identify what each container is for.

Glass, plastic and aluminum are co-mingled and can be thrown into the same identified container. There is no need to separate the different colored glass, plastic containers or aluminum-this is all done at the recycling facility where the materials are taken. **Permissible paper items for recycling include** junk mail, cereal boxes (& similar packaging), course packs, white copy paper, colored copy paper, printer ready paper, letterhead, lined notebook paper, computer printout, green bar computer paper, envelopes (cellophane windows okay) post-it notes, carbonless (NCR) forms, manila folders, fax paper (if still used), blueprints, cardstock (any color), and phone books as well as student directories.

***Your*efforts** to recycle at Elon will **help** the university **conserve natural resources, save energy** and **reduce costs**. We appreciate all your efforts to recycle and will look to continue improving resources to better capture all Elon University's recycling needs. Should you have any questions or need any further information regarding recycling at Elon, please feel free to contact the Physical Plant at ext. 5500 or visit http://www.elon.edu/e-web/bft/physicalplant/recycling.xhtml.

www.elon.edu/physicalplant/env-aware/index.htm

SUSTAINABILITY

Elon University is committed to sustainability and to serving as a positive example through sustainable operations and education. The University is pursuing its mission to become more sustainable by focusing on three areas reducing greenhouse gas emissions, conserving resources and educating the community.

Students are encouraged to get involved in Elon's sustainability efforts. Visit the Sustainability Web site to learn about Elon's efforts and how to get involved: www.elon.edu/sustainability.

RESIDENTIAL COMMUNITY POLICIES

Because the residence halls comprise a unique community living environment, policies that provide for the health, safety and security needs of all residents are a necessity. These policies foster a cooperative living environment and prohibit certain behaviors which adversely affect the residence hall community. Greek houses are subject to all residential community policies. Please refer to the Elon University Housing Agreement/Apartment Leasing agreement for more information.

Damage Charges

Students are responsible for loss or damage to furnishings or equipment in the residence hall room to which they are assigned. Prior to the first semester that a student lives in campus housing, a $100 security deposit will be charged on the student's bill. The student is responsible for all damage to a room and its furnishings. The cost of repairs and replacements will be charged to all residents of the room. Residents are expected to take every precaution to assure that communal property is not abused. IN HALLS OR SECTIONS WHERE THE UNIVERSITY HAS DETERMINED THAT THERE IS UNDUE ABUSE OF UNIVERSITY PROPERTY AND THE RESPONSIBLE INDIVIDUAL(S) CANNOT BE IDENTIFIED, ALL RESIDENTS WILL BE HELD RESPONSIBLE FOR PAYING A PRORATED SHARE OF THE COST OF REPAIRING SUCH DAMAGES. The security deposit will remain in university accounts throughout a student's stay in campus housing. Upon permanently leaving campus housing, the security deposit, or balance thereof, will be refunded according to the conditions outlined in the Residence Life Housing Agreement less any indebtedness to the university.

Fire Safety

Fire safety is everyone's responsibility. Remember to use only heavy duty, UL approved extension cords with surge protection. Also, live Christmas trees, Christmas tree lights, candles, halogen lamps, nonelectric fuel lamps and lanterns, simmer pots and incense may not be used or kept in campus housing.

Keys and Security

Keys are the property of the university and must be returned when the student moves from a room or apartment. Room, suite or apartment keys may not be duplicated or lent to anyone else. Possession of another student's room or suite key is prohibited. Failure to return room keys at the end of the agreement period will result in charges to the resident for replacement keys and changing locks. Residents may not install their own locking devices on room doors. Those violating this policy or possessing keys other than the one(s) assigned are subject to judicial action.

The university has adopted policies which are designed for the safety and security of those living in campus housing. Students are required to carry their university I.D. card at all times and to present it to university officials upon request. Residents who enter or leave by locked security doors are responsible for leaving the door in a locked position. When the university is in session, students may enter and leave their campus housing at will. Those buildings which have common hallways are equipped with card access. FOR YOUR SAFETY, DO NOT GIVE THIS CARD TO ANYONE NOT LIVING IN YOUR RESIDENCE HALL. Violation of this policy will result in judicial action.

Students must adhere to published residence hall opening/closing schedules, unless permission is granted by the assistant director of residence life.

Liability

The university shall assume no responsibility, and the student or other party to the housing agreement shall indemnify and hold harmless Elon University and its agents and employees, for any and all claims arising from personal injury or for the loss, damage or theft of personal property belonging to or in the custody of the student(s) for any cause whatsoever, whether such losses occur in student rooms, public areas or elsewhere in or around the residence halls, theme houses or Greek houses. The student is encouraged to carry insurance for protection against such losses.

Pets

Pets are not permitted in student rooms or apartments except fish in tanks not larger than a 10 gallon capacity and trained assistance animals for the visually/hearing impaired. Violation will result in a $25 fine and immediate removal

of the pet at the resident's expense.

Property
Students are expected to exercise care and respect for university property. Theft, vandalism and unauthorized entry into a restricted, locked or closed residence hall space not specifically assigned to the student is prohibited. Students are also subject to local, state and federal laws.

Quiet and Courtesy Hours
Quiet hours are designed to promote an environment conducive to study and are in effect from 7 p.m. - 10 a.m. to respect the rights of others. Courtesy hours are in effect 24 hours a day, seven days a week.

Right of Entry
The university reserves the right to enter student rooms as presented in the university's search and seizure policy and for the following reasons: emergency, repair, maintenance, health and safety inspections, or as necessary to maintain campus order and regulations.

Rights of Others
In order to maintain the academic atmosphere of the residence halls, students are expected to conduct themselves in a considerate manner with regard to the rights, safety and needs of others. Accordingly, students are obligated to live in a cooperative manner with roommates and other residents. Harassment or the use of grossly abusive language with insults, taunts or challenges directed at another person is prohibited. Students are expected to recognize and respect the authority of university staff and to comply with requests they make in the performance of their duties.

Visitation
The university visitation policy applies to all students and guests whether the students live on campus or not. Students may have visitors no more than three days per week and not more than four nights within a 30 day period and with roommate's approval. Hours of visitation are:

Sunday - Thursday
10 a.m. until 12:30 a.m.

Friday - Saturday
10 a.m. - 2:00 a.m.

Freshmen living in Danieley Center follow the policy stated above. Danieley Center Apartments and The Oaks maintain 24-hour visitation seven days a week. Public lounges of residence halls are open 24 hours a day when school is in session. Common areas are open during visitation hours only. Common areas include, but are not limited to, lounges and first floors of fraternity and sorority houses. Students may visit or have someone of the opposite gender visit them in a residence hall room only during the visitation hours listed above.

EQUAL OPPORTUNITY STATEMENT

Elon University does not discriminate on the basis of age, race, color, creed, sex, national or ethnic origin, disability, sexual orientation or veteran status in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs.

As a colegiate community, Elon University will not support or condone behaviors that violate the integrity of any individual or group. While the university respects the right of its community to exercise free speech, behaviros will not be tolerated that may be considered harrassment, destruction of property or acts of violence. Incidents of harassment or discrimination should be reported to the Office of Judicial Affairs in Moseley 211.

RESPECTINGDIVERSITY
As a holistic learning community, Elon University values diverse backgrounds and ideas from the United States and abroad as we seek to foster a pluralistic community based on shared experiences, the exchange of diverse

perspectives, and learning about those different from ourselves. Respecting diversity at Elon means including and appreciating all individuals and groups to improve the learning experience for the betterment of the campus community.

Elon University will not support or condone behaviors that violate the integrity of any individual or group on the basis of age, race, color, creed, sex, national or ethnic origin, disability, sexual orientation, veteran's status or any other legally protected characteristic. While the university respects the right of its community to exercise free speech, behaviors will not be tolerated that may be considered harassment, destruction of property or acts of violence. Harassment on the basis of any protected characteristic in any form—verbal, physical, or visual is strictly prohibited. Examples of prohibited conduct include but are not limited to:

• offensive language, remarks, pictures, calendars, etc.
• inappropriate jokes
• verbal abuse
• unwanted physical contact

This policy applies to all students, employees, interns, contractors, vendors, and others in the university environment, and applies to students' behavior on and off campus. The university also prohibits retaliation against anyone because that person makes a good faith complaint, assists in an investigation, or otherwise exercises any rights protected by law or under this policy. Incidents of harassment or discrimination should be reported to the Office of Judicial Affairs in Moseley 211.
As a collegiate community, Elon University will not support or condone behaviors that violate the integrity of any individual or group. While the university respects the right of its community to exercise free speech, behaviors will not be tolerated that may be considered harassment, destruction of property or acts of violence. Incidents of harassment or discrimination should be reported to the Office of Judicial Affairs in Moseley 211.

The Elon University Board of Trustees has also issued the following statement of inclusion: In the spirit of the Elon University mission statement, Elon University regards discrimination against gay and lesbian members of the community as inconsistent with its goal of providing an atmosphere of mutual respect in which students, faculty and staff may learn, work and live.

SEARCHAND SEIZURE

Entry by university staff into assigned rooms in residence halls, student cars and other university-owned or leased housing is divided into two categories: A) Searches and B) Emergency Situations.

Searches

When there is strong reason to believe that a violation of campus regulations and/or city, state or federal law has occurred, a search will be conducted by university officials when approval is given by the vice president for Student Life or his immediate staff. If the vice president authorizes a room search, it will be conducted in the following manner:

- The vice president for Student Life (or his designee) will authorize campus security staff to conduct the search in the presence of a student life staff person.
- Those conducting the search will knock upon the door of the room in question. If they are not admitted, they will enter the room using a pass key, if necessary.
- If the room is occupied, those entering it will announce that they are going to conduct a search.
- If contraband, stolen items or any items found in violation of university policy are discovered, they will be confiscated and a written receipt will be given to the room's occupant(s) indicating what has been taken and the names of those who have taken it. If there is no one in the room, the same written receipt will be left in a prominent place. Those conducting the search will keep a copy of the receipt.

Legal search warrants do not require the approval of the university and will be honored. To the extent allowed by the civil officers, every effort will be made to have a representative of the Division of Student Life observe a search conducted as a result of a search warrant.

Emergency Situations

An emergency situation exists when the delay necessary to obtain authorization constitutes a danger to persons,

property or the building itself, or other circumstances to maintain campus order. Rooms may be entered if any of the above mentioned conditions exist.

NOTE: During investigations of possible violations of university policy, students may be asked to open refrigerators, closet doors or locked storage, such as drawers or lockboxes. Residents have the option of refusal; if the student refuses, the vice president for student life may be contacted to obtain permission to search.

SEXUALHARASSMENT

For general policy purposes, sexual harassment may be described as unwelcome sexual advances, requests for sexual favors and other physical and expressive behavior of a sexual nature where:

* Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;

* Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or

* Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment or educational environment. Sexual harassment also includes slurs, threats, derogatory or suggestive comments, unwelcome jokes, exposure to sexually-oriented literature or pictures, teasing or sexual advances and other similar verbal or physical conduct, including e-mail or other online communications.

REPORTING INCIDENTS OF SEXUAL HARASSMENT

Students who believe they have been the object of sexual harassment by a university employee or faculty person should report the incident(s) to the Office of the Vice President and Dean of Students. He or his designee will explain the grievance procedure and work with the student for an expeditious resolution in as confidential a manner as possible. Students who have been harassed by a fellow student should report the incident to the Office of Judicial Affairs, Moseley 211.

The complete procedures to be followed are presented in the Faculty Handbook when the accused is faculty and in the Staff Handbook when the accused is a staff member. Both handbooks are available in the Office of the Vice President and Dean of Students. When the accused is a student, the complaint will be addressed using the student judicial process presented in the Student Handbook, which may found on this Web site.

SEXUALOFFENSES

Elon University will not tolerate acts of sexual abuse, assault, discrimination or harassment. Rape, acquaintance rape and other forms of sexual harassment are violations of an individual's rights. It is everyone's responsibility in the university community to become sensitive to and educated about the legal, social and university codes regarding behavior in these areas. For detailed information on Sexual Assault, Rape and University Services, see http://www.elon.edu/e-web/students/saa.

Students who believe they have been the victims of sexual abuse or assault have the right to report the incident to the offices of counseling services, student development, judicial affairs, campus safety and police, and/or the Elon Police Department (Town of Elon Municipal Building). Students may wish to call Crossroads (Sexual Assault Response and Resource Center), and a trained volunteer will quickly respond to the victim.

In all cases of sexual assault reported to the university, the victim will retain control over his or her identity being released to other parties. If the victim is under the age of 18, the parent or guardian will be notified of the alleged assault.

Victims who report assaults on campus have these options: choose to have the case prosecuted in criminal court and/or considered for adjudication through the campus judicial system. They can choose to participate in either or both processes.

The university will hold all reported acts of sexual abuse and violence in the highest confidence. The names of

victims will not be released to any other party without the written consent of the victim. The names of accused students will not be released as directed by the Family Educational Rights and Privacy Act of 1974. Victims who choose to process claims of sexual assault through the campus judicial system will be informed of the results of judicial hearings as permitted by the Student Right-to-Know and Campus Security Act of 1990. See the Judicial Process section for more information regarding the campus judicial process and reported acts of violence.

Students who wish to participate in rape prevention activities should contact the Office of Student Development, Moseley 206, ext. 7200.

SKATEBOARDS/SKATEBOARD/ROLLERBLADES/INLINES

Rollerblading and skateboarding are premitted on campus by enrolled students only. However, these activities are not allowed inside any building and grinding and rail-sliding are not premitted at all. It is important to note that the Town of Elon prohibits skateboarding and rollerblading on town streets and sidewalks

Rollerbladers and skateboarders must yield the right of way and not disrupt pedestrians or vehicular traffic. Protective gear -- helmet, wrist guards, elbow and knee pads -- is highly recommended. The university reserves the right to immediately confiscate the skateboard or rollerblades of any person found violating this policy. All rollerblading and skateboarding is at the student's risk, and the university assumes no liability for injury. A violation may also be treated as a judicial offense.

SMOKING

Elon University is a smoke free campus with respect to all facilities, except outdoor facilities. Smoking is not permitted within 30 feet of designated entrances or in Rhodes Stadium.

Students are not allowed to smoke in any campus residence halls or apartments owned or operated by the University. Students will be allowed to smoke in breezeways and on balconies and stoops, but not directly in front of other students' doors or windows.

SOLICITATION, **MERCHANDISING, FUND-RAISING**

Students should be free from unnecessary distractions and be able to live and study in an environment which is predictable and orderly. Unauthorized soliciting, merchandising or canvassing on campus is prohibited. If recognized student organizations wish to sell articles or conduct fundraisers for their philanthropies or canvass for political or other reasons, they may do so after obtaining approval one week in advance and in writing. No publicity concerning the sale may be posted prior to receiving the written approval of the director of Greek life or the Moseley Center. (all other organizations and campus programs). These activities are encouraged but, for the orderly functioning of the university, must be coordinated. When approved, it is often stipulated that such activities be conducted in a manner such that students are not approached but, instead, students may choose to approach the solicitor, vendor or canvasser. No door-to-door solicitation or canvassing is allowed on the Elon University campus except as specified in the Student Government Association Election Guidelines. Students should ask solicitors, vendors or canvassers for proof of authorization.

Raffles are not promitted!

Organizations that want to solicit prizes and gifts from Companies must first attain approval from the Office of Institutional Advancement.

The use of Elon University Internet or E-mail Resources for private business or commercial activities, fund-raising, merchandising, solicitation or advertising on behalf of non-university organizations, or the reselling of Elon University Internet Resources to non-university individuals or organizations, and the unauthorized use of the university's name are prohibited. The assistant vice president for University Relations and the University's Web Policy Advisory Committee may specify rules and specific forums to allow limited use of university Internet resources by organizations for commercial exchange.

STRUCTURES

No unauthorized structures may be constructed on university property.

STUDENT ADMISSION TO ATHLETIC EVENTS

Students can attend all of Elon's home athletic events for free, based on ticket availability. Tickets and a valid Phoenix Card are required for admittance for football, men's basketball, baseball and select other events. Tickets are online by going to student ticketing website, click here. All home football games are played at Rhodes Stadium. Sections 104 - 107 of the seating area are reserved for students. All student sections are abailable on a first-come, first-serve basis. For Women's basketball and baseball, admission is gained by bringing your Phoenix Card to the entrance of the venue. All other sports are free admissionto everyone and include the following facilities: softball-East Field, soccer- Rudd Field, tennis-Jimmy Powell Tennis Center, and volleyball- Alumni Gym.

While Elon spirit is encouraged at athletic events, proper etiquette and decorum are also expected. Students are reminded that fans of all ages attend Elon athletic events. Students are asked to refrain from cursing, harassing team members, visitors or officials, and making obscene gestures. Fans who are unable to display proper behavior will be removed and may be referred for judicial action.

STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment) states: (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy of students be made available to students. A complete statement of university policy is available in the Registrar's Office. Any student may review his/her official records as provided by the Family Educational Rights and Privacy Act of 1974. The records and places of availability are as follows:

- Admissions & Academic Records
  Registrar's Office, 104 Alamance
- Disciplinary Records
  Judicial Affairs, 211 Moseley
- Placement Records
  Career Center, 101 Duke
- Financial Aid Records
  Admissions, 116 Powell
  Financial Planning, 306 North O'Kelly

TECHNOLOGY POLICIES -

Follow this link: http://wili.elon.edu/display/TECH/Technology+Policies

TRAVEL POLICIES FOR ELON UNIVERSITY ORGANIZATIONS

Elon travel policy considerations:

Travel is considered Elon travel if any one of the following conditions are met:

- The University or Elon organization pays for any part of the event, through an institution or organization account or collection of funds from individual members.
- There is transportation, reimbursement for expenses, food, registration fees, etc.
- The organization and university names are advertised or used in any way
- You are representing the university or organization at conferences, using promotional flyers/handouts advertising the event, announcements at meetings, email/listserv/Facebook distributions, website calendar of events, registration materials, etc
- Attendance of the members (regardless of how many there are) present at the event is based on their affiliation rather than individual initiative (i.e., is it more likely that they attended because of their affiliation?).
- Travel that is an expectation placed upon a student as a component of the students experience at Elon, or a travel experience sponsored by the University;

Travel experiences at Elon should provide:

- Travel that is supported with informed providers and participants, participant consent, and sponsor follow up;
- Travel that is supported with a mentoring component.

Individual travel:

- Each student required to travel in the performance of official duties shall have prior authorization from his/her faculty, department head or other designated official for the purpose of the travel. Each department is responsible for maintaining the approval record of students authorized to travel.
- Academic and Student Life Deans may approve alternative travel arrangements for certain events involving individual students, regularly scheduled repetitive travel, or unusual circumstances.

Group Travel:

- A group is defined as an organization sponsored by the university or an event promoted by the organization,
- All attempts should be made to travel as a unit. Exceptions are at the discretion of the sponsoring university employee and must follow student travel protocol of informed, consent, and follow up.

See below for Travel Policies for Elon University.

TRAVEL POLICIES FOR ELON UNIVERSITY

Elon University values faculty/staff mentored student travel as a developmental and educational experience. For this reason, resources and guidelines are provided for travel by Students. Organization Advisors and Course Faculty are responsible for sharing the travel policy with their members before the start of each year and prior to travel. In order to make the most of the mentoring process, it is vital that all parties be informed of these guidelines, as well as the specifics of the proposed travel, and that proper follow-up occur following travel.

1. For travel within Alamance County, the faculty/staff Advisor should be aware of the group's general travel plans and participants.
2. For travel outside of a 60 mile radius of Elon, NC, the University requires that a faculty/staff Advisor accompany the organization or class. In cases where the official Advisor/Faculty member is unable to travel with the organization/class, a substitute full time faculty/staff member or otherwise approved Advisor must travel with the group. For the purpose of determining the 60 mile radius, the student organization/class must submit, along with the vehicle reservation form, a printout from MapQuest/ Yahoo/ Google indicating the one way mileage to the exact destination with a starting point of 101 W. Haggard, Elon, NC.
3. For travel outside of Alamance County, but within the 60 mile radius of Elon, it is preferred that an Advisor accompany the group. For travel within the 60 mile radius where no Advisor is traveling:

1. Groups may leave no earlier than 6:00 am and return no later than midnight of the same day.
2. The organization and Advisor should identify an "Approved Elon Trip Leader" (AETL) who will coordinate required paperwork, meet with the advisor prior to the trip for planning and to read through this document together, serve as primary contact while traveling, and communicate regularly with the advisor should any problems arise while travelling (accident, injury, illness, travel disruption, natural disaster, local emergency, etc.). The AETL should also be instructed to call Campus Safety and Security to have the University's Administrator on Call (AOC) paged in the event of any illness or injury requiring medical treatment or causing a travel disruption).
3. The AETL should be an approved driver of University owned vehicles (regardless of mode of transportation).
4. The AETL should leave with the Advisor a copy of travel itinerary with destination contact information, list of all participants & their personal contact information, and if needed, the Driver Responsibility Form. [see sample at end of document]
5. The AETL should communicate with the advisor upon departure from Elon, arrival at destination, departure from destination, and arrival back at Elon.

4. Drivers of University owned vehicles must be registered and approved by the University before departure. If students will be driving personal vehicles, each driver should sign a Driver Responsibility Form and leave it with

the Advisor. The Advisor should retain this form on file for the period of three years.

5. In case of an accident or injury, first contact local police to seek medical attention and obtain a police report, then the organization must contact Campus Safety and Police immediately (336.278.5555) and file appropriate forms with the Business, Finance and Technology office in Alamance 113 or call (336) 278-5428. A copy of the Accident and Injury Report form can be obtained through a link on the Business, Finance and Technology web page. http://www.elon.edu/business/accident.htm
6. During any organization/class activities, practices, conferences, retreats, etc., no alcohol/drugs are to be present. This includes transporting alcohol in a University vehicle or on a University trip.
   If alcohol/drugs are found, have been used, or proved to be present at any of these activities, the organization will have all travel privileges suspended by the University. This means that all organizations found in violation will be denied access to University vehicles, travel policies, or reimbursement for such expenses (hotels, off campus tournaments, registration fees, etc.).
7. While traveling, students are bound by University policies as stated in the Student Handbook, including the Honor Code as well as local and state traffic laws and regulations. Failure to abide by these policies may result in University review and judicial sanctions.
8. While the above guidelines serve as the general policy, Academic and Student Life Deans may approve alternative travel arrangements for certain events involving individual students, regularly scheduled repetitive travel, or unusual circumstances.

VANS AND USE OF PERSONAL VEHICLES The university maintains vans for use by recognized student groups, faculty and staff for official university business. Only those persons on the university's approved drivers list and who maintain a good driving record may operate a university van.

In order for students to be eligible to operate university vans, a Van Drivers Training Course must be completed. The course consists of an application, classroom instruction and road test. To qualify for the course, students must be at least 19 years of age, have had three years of driving experience and maintain a safe driving record. Faculty and staff are not required to complete the course if they are driving 7-passenger vans only. However, if they are operating vans that occupy more than seven passengers then they must also complete the Van Drivers Training Course. Once the Van Drivers Training Course is completed a Drivers Application form must be submitted to the assistant vice president of Business, Finance and Technology in Alamance 113 or Campus Box 2285 with a copy of the applicant's driver's license. Once the form is approved then the driver is added to the university's drivers list. Driver's application forms are available in the Business, Finance and Technology office in Alamance 113. **Please note that only drivers who meet the underwriting standards of the university's insurance company will be approved to drive university vehicles.**

Student groups who use vans must have a faculty/staff advisor with them if the van is taken outside a 60 mile radius of Elon University. Faculty, staff and students are insured by the university's policy while operating university owned or university rented vehicles. Students and employees' personal automobile coverage is primary when using their own vehicles on university business including attending events required for academic credit. Students driving personal vehicles must sign a Driver Responsibility Form and leave it with the trip advisor. The Driver Responsibility Form can be found in the Student Handbook online. http://www.elon.edu/e-web/students/handbook/

Policies for Driving Vans for University Organizations

All vans driven during activities or trips, whether owned by the University or leased for the duration of the trip, will be driven only by approved Elon University drivers. These vehicles must be operated in full compliance with applicable campus ordinances and state laws. Each organization is responsible for ensuring that each trip has approved drivers. Organization Advisors and their members are entitled to use the Elon University vans for travel throughout the school year. These vans require the appropriate check out, driver registration, completion of the University's van driver course, approved Travel and Itinerary Form before they are released to use. Lastly, it is against university policy to transport alcohol, drugs, or weapons in any University vehicle.

To become an approved Elon University Van Driver:

1. Drivers must have no less than three years of driving experience, must not be a freshman and must submit a clear copy of their valid driver's license and completed Drivers Application form to Business, Finance and Technology in Alamance 113 for approval.

2. Drivers must read and become familiar with the Elon University Guidelines for Vans and successfully complete the Van Drivers Training course.
3. Use of the 15 passenger mini-bus requires additional training. Inquire at information desk located in Moseley center for more information.
4. Elon University may make exceptions to the policies based on an individual's driving history or special needs.

Who can use them? All students who are members of recognized student programs and organizations that are traveling off campus for an event. The student drivers must be registered with the Business, Finance and Technology office in Alamance 113 and with the Information Desk located at the entrance of the Moseley Center. The vans are for service projects, practices, games, break trips and other approved activities. The organization must not exceed the number of approved occupants in a van at one time when traveling. This is governed by the number of seatbelts provided.

How much will it cost? Student organizations are responsible for covering the cost of travel, including gas. Elon University has 12-passenger vans, 9 passenger vans, 7-passenger mini vans, a 14 passenger mini-bus and a 24-passenger bus (requires CDL to drive). Located in McMichael parking lot, these vans provide student organizations the opportunity to travel off-campus for events.

Reservations: Reservations are on a first-come, first-serve basis, and may be made 30 days in advance or no less than five days before out of state travel. After a student organization member has filled out the appropriate van reservation forms, it must be turned into the Information Desk of the Moseley Center.

Check In, Check Out: The van check in and checkout will be handled by the Director of Campus Center Operations or his/her designee on the day of the scheduled trip. At the time of van check out, the driver must have a valid driver's license, be on the University's approved driver's list (requires a license check by the University's insurance company and completion of the University's van driver training course), and must have filled out the appropriate release form to drive. A key will be given to the driver with a matching number which can be found on the front windshield of the van.

Upon returning from the trip, the key to the van should be turned in to the Moseley Information Desk immediately. If the organization returns during an off hour, the driver is responsible for making sure that the key is at the Moseley Information Desk for the next group to use the following morning. **All vans must be returned cleaned by emptying all trash and removing all belongings. It also must be returned with a full tank of gas! There is a minimum $25 fee for not refilling the gas tank.**

Driver Responsibility

1. Driver(s) must have a valid driver's license with them.
2. Driver(s) or organizations are personally responsible for any law violations that result in warrants, fines, tickets, or damage.
3. Driver(s) or organizations are financially responsible for uninsured costs, including the deductible, incurred in any accident in which they are involved.
4. Ensure all passengers wear seatbelts.
5. Not use cell phones while driving. Calls or texting are prohibited.
6. Drive no faster than the posted speed limit or 65 mph, whichever is lower.

Advisor's Responsibility: To verify the trip in regard to its appropriateness, length, destination, and purpose. The advisor will also be held responsible for receiving the required forms from the Director of Campus Center Operations after he/she has authorized the form. University policy requires an advisor to accompany all student trips outside of a 60 mile radius of Elon University.

Example of Driver Responsibility Form

Destination(s): _____
Date of Travel: _____ Purpose: _____
Approved Elon Trip Leader: _____ Phone: _____

By signing below I certify that I hold the listed driver's license, in good standing with the state of issuance; that my vehicle is in safe working order; and that I have liability insurance as required by law.

Signed: _____ Date: _____

License #: _____ State: _____

Signed: _____ Date: _____

License #: _____ State: _____

Signed: _____ Date: _____

License #: _____ State: _____

Signed: _____ Date: _____

License #: _____ State: _____

Signed: _____ Date: _____

License #: _____ State: _____

Student groups who use vans must have a faculty/staff advisor with them if the van is taken outside Alamance County. Faculty, staff and students are insured by the university's policy while operating university-owned or university-rented vehicles. Employees' personal automobile coverage is primary when using their own vehicles on university business. While on university business, excess liability will be provided by the university's policy after the employee's liability limit is exhausted. Students driving their own vehicles will have to rely solely on their own liability coverage for accidents even when participating in activities or attending events required for academic credit.

Drivers must be in good standing with the Department of Motor Vehicles.

*Freshmen are not allowed to operate University vehicles.

Drivers must complete the university's "Van Safety Driving Course" and have a license check prior to being placed on the list of approved drivers.

Policies for Driving Vans for University Organizations

All vans driven during activities or trips, whether owned by the University or leased for the duration of the trip, will be driven only by approved Elon University student trip leaders or staff. These vehicles must be operated in full compliance with applicable campus ordinances and state laws. Each organization is responsible for ensuring that each trip has approved drivers. Organization Advisors and their members are entitled to use the Elon University vans for travel throughout the school year. These vans require the appropriate check out, driver registration, completion of the University's van driver course, approved Travel and Itinerary Form before they are released to use. Lastly, it is against university policy to transport alcohol, drugs, or weapons in any University vehicle.

To become an approved Elon University Van Driver:

1. Drivers must have a valid driver's license, and a photocopy of their license should be on file in the Office of Business and Finance.

2. Drivers must read and become familiar with the Elon University Guidelines for Vans and successfully complete the 3D Driving Course.
3. Elon University may make exceptions to the policies based on an individual's driving history or special needs.

Who can use them? All students who are members of recognized student programs and organizations who are traveling off campus for an event. The student drivers must be registered with the Office of Business and Finance and with the Information Desk located at the entrance of the Moseley Center. The vans are for service projects, practices, games, and break trips and other approved activities. The organization must not exceed the number of approved occupants in a van at one time when traveling.

How much will it cost? Student organizations are responsible for covering the cost of travel, including gas. Elon University has 10-passenger vans, 7-passenger vans, a 15 passenger mini-bus and a 24-passenger bus (requires CDL to drive). Located in McMichael parking lot, these vans provide student organizations the opportunity to travel off-campus for events.

Reservations: Reservations are on a first-come, first-serve basis, and may be made 30 days in advance or no less than five days before out of state travel. After a student organization member has filled out the appropriate van reservation forms, it must be turned into the Information Desk of the Moseley Center.

Check In, Check Out: The van check in and check out will be handled by the Director of Campus Center Operations or his/her designee on the day of the scheduled trip. At the time of van check out, the driver must have a valid driver's license, be on the University's approved driver's list (requires a license check by the University's insurance company and completion of the University's van driver training course), and must have filled out the appropriate release form to drive. A key will be given to the driver with a matching number which can be found on the front windshield of the van.

Upon returning from the trip, the key to the van should be turned in to the Moseley Information Desk immediately. If the organization returns during an off hour, the driver is responsible for making sure that the key is at the Moseley Information Desk for the next group to use the following morning. **All vans must be returned clean and with a full tank of gas!**

Driver Responsibility
1. Driver(s) must have a valid driver's license with them.
2. Driver(s) or organizations are personally responsible for any law violations that result in warrants, fines, tickets, or damage.
3. Driver(s) or organizations are financially responsible for costs incurred in any accident in which they are involved, up to the amount of deductible clause in the University's insurance for collision or comprehensive.
4. Ensure all passengers wear seatbelts.
5. Not use cell phones while driving.
6. Drive no faster than the posted speed limit or 65 mph, whichever is lower.

Advisor's Responsibility: To verify the trip in regard to its appropriateness, length, destination, and purpose. The advisor will also be held responsible for receiving the Van Reservation Form from the Director of Campus Center Operations after he/she has authorized the form. University policy requires an advisor to accompany all student trips outside of Alamance County.

TRAVELPOLICIES FOR ELON UNIVERSITY ORGANIZATIONS

The growth and involvement of students in Elon University Organizations has formed an overwhelming need for travel policies during seasonal trips. Because of the success of the program, Elon University has developed a list of travel guidelines. All Organizations and Advisors will be responsible for sharing the travel policy with their members before the start of each year and also updating them when changes occur on the playing schedule when traveling.

1. The University requires that an Advisor (or approved substitute) accompany the organization on each activity held outside of Alamance County.
2. The drivers of the vehicles must be registered and approved by the University before departure.
3. In case of accident or injury, the organization must contact campus safety immediately and file appropriate

forms, as well as obtain a copy of the official police report. Additionally, the organization should contact the Director of Leadership and Organization Development.

4. During any organization activities, practices, conferences, retreats, etc., no alcohol/drugs are to be present. This includes transporting alcohol in a University vehicle or on a University trip.
   a) If alcohol/drugs are found, have been used, or proved to be present at any of these organizations activities, the organization will have all travel privileges suspended by the University. This means that all organizations found in violation will be denied access to University vehicles, travel policies, or reimbursement for such expenses (hotels, off campus tournaments, registration fees, etc.).
5. Any organization hosting an event on campus must file an event/risk management form with the Office of Student Life three working days before the event.

WITHDRAWALS

If, for any reason, a student decides that he/she must leave the university on a temporary or long-term basis, he/she must confer with a member of the staff of the Division of Student Life to formalize plans. If the student wishes to return to the university, he/she must reapply for admission. A student who withdraws from the university receives grades of "W" or "F" depending on his/her grades at the time of withdrawal. The university does not grant retroactive withdrawals.

If a student must leave campus for medical reasons, he/she may request a medical leave of absence and is required to submit documentation from an appropriate licensed health care provider. A medical leave of absence will be in effect for the current semester and up to one subsequent semester. If the student does not return by the established deadline, the leave of absence will automatically convert to a withdrawal. The student must reapply for admission if granted a medical leave of absence. During the medical leave of absence, the student will be considered matriculating and will not be fully disenrolled until the established deadline or until the student requests a withdrawal from the institution. Students who receive a medical leave of absence will be given grades of "WD" for courses in which they are currently enrolled. Medical leaves of absence will not be granted retroactively. Medical leaves are not granted for individual classes.

The president, provost and vice president for academic affairs; vice president for business, finance and technology or vice president for student life; or persons functioning under their direct authority may carry out immediate, involuntary withdrawals concerning the conduct of a student. In extreme cases, prompt and decisive action may be required before there is an opportunity to conduct a hearing, as in cases in which a student's continued presence on campus substantially impedes the orderly functioning of the university or constitutes an immediate threat to the well-being or property of members of the university community, or the student requires more supervision than the university staff can reasonably provide. Students withdrawn involuntarily shall have a prompt hearing of charges which form the basis for their withdrawal. In some cases the student may be required to reside off campus and/or be given restricted access to the campus without being involuntarily withdrawn and pending the outcome of a hearing. The student may be withdrawn and not allowed on campus when he or she has stopped attending classes or is not making a reasonable effort to achieve passing grades in several classes

YOUNG COMMONS / WEST LAWN USAGE

Young Commons may be used to advertise university events from "dusk to dawn" basis when approved through the office of student activities. Events and educational displays may be held on the West Lawn or The Green of Moseley Center when approved through the office of student activities.

Elon University does not discriminate on the basis of age, race, color, creed, sex, national or ethnic origin, disability, sexual orientation or veteran status in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs.

Elon University, Elon, NC 27244
336.278.2000

Academic Affairs

Academic Advising Center
Academic Policies and Procedures
Disability/Special Needs Services
Class Attendance
Classification of Students
General Degree Requirements
Grade Appeal Procedure
Retention Standards
Missing or Rescheduling Tests or Examinations
Career Center
Carol Grotnes Belk Library
El Centro de Espanol
Elon Experiential Learning Requirement
Study Abroad Programs
Writing Center

ACADEMIC ADVISING CENTER

Located in Duke 108, the Academic Advising Center provides an academic support service designed to assist students in course selection and determining their majors. First year students are assigned academic advisors before they enter Elon University.

An important part of the Center's service is coordinating Elon 101, a freshman advising course. Transfer students are assigned academic advisors in the department of their intended majors.

Choosing a Major: Several majors, including Elementary Education, Exercise Sport Science, all science majors, Pre-Engineering and Music Theatre/Music need to be declared in the students' first semester of the first year at Elon. Other majors, including Business Administration, need to be declared by the second or third semester. In order to graduate in four years, students need to select and officially declare a major in the Academic Advising Center, Duke 108, by the fourth semester or the end of the sophomore year. Advisors in the Center are prepared to help students explore their possibilities and provide information to enable students to make decisions. A one-hour course in exploring majors/careers (COE 110) is offered each semester. When students finalize their major choices, they are assigned major advisors in the appropriate academic department. Students are encouraged to meet with their advisors frequently during each semester.

ACADEMIC POLICIES AND PROCEDURES

Family Educational Rights and Privacy Act and Disclosure of Directory Information

Elon University complies with the Family Educational Rights and Privacy Act of 1974 (FERPA as amended in 2008). This act is designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the act.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, students have the right to withhold the disclosure of Directory Information. Students should consider very carefully the consequences of any decision to withhold Directory Information; any future requests for such information from non-institutional persons or organizations will be refused. Students who wish to withhold directory information should contact the Office of the Registrar.

The institution will honor requests to withhold the information listed below but cannot assume responsibility to contact students for subsequent permission to release them. The institution assumes no liability for honoring instructions that such information be withheld.

The items listed below are designated as Directory Information and may be released for any purpose at the discretion of the institution unless the student requests the information be withheld:

1. Name, address, telephone number, dates of attendance, class, electronic e-mail address.
2. Previous institution(s) attended, major field of study, awards, honors (included Dean's list), degree(s) conferred (including dates).
3. Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health and counseling staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intendeds to enroll

The University may make disclosure to parents and other parties based on provisions of FERPA (as amended in 2008) which are listed in The Federal Register, Volume 73, No. 237, December 9, 2008. These disclosures are made at the discretion of University officials.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Questions about student records and FERPA may be directed to The Office of the Registrar, (336) 278-6677 or the Office of Student Development (336) 278-7200

DISABILITY/**DIABILITIES/SPECIAL NEEDS SERVICES**

DISABILITY Services
Students with documented disabilities (learning disabilities, ADD/ADHD, vision impairment, hearing impairment, mobility problems, health related problems) may request special services and/or appropriate accommodations. Students who need to discuss such needs should contact the Coordinator of Disability Services, Susan Wise, who reviews documentation and consults with the student to arrange for appropriate classroom/campus accommodations. Call 278-6500 for more information or come by the Advising Center, Duke 108. Additional information may also be found at www.elon.edu/disabilities.

.CLASS ATTENDANCE
At Elon, policies related to class attendance are established by each department. Students are responsible for finding out the first day of class what each professor requires in terms of class attendance. Absence from class does not relieve a student of responsibility for submitting assignments or from being responsible for materials covered. There is a strong relationship between class attendance and success or failure in the classroom. It is the responsibility of the student to communicate with professors about absences due to illness or family emergency. Preferably this notification should be given prior to the class that is to be missed. Class absences are deemed excused at the discretion of the professor and may require documentation such as a note from a doctor. Excessive class absences may result in the lowering of a course grade and/or notification to the early warning system in Academic Advising.

PEER TUTORIAL SERVICES

Students recommended by faculty provide their peers academic support in a wide variety of courses. The Tutoring Center is located in Belk Library. Questions may be directed to the Associate Director ofTutorial Services, Belk 122. Futher information is available at www.elon.edu/tutoring

CLASSIFICATION OF STUDENTS
Hour requirements for the classification of students are as follows:

* Freshman: 1-29 semester hours completed.

* Sophomore: 30-61 semester hours completed.

* Junior: 62-95 semester hours completed.

* Senior: 96 semester hours completed.

How to compute your GPA
One's grade point average (GPA) is calculated by dividing the total number of attempted semester hours of credit into the total number of quality points earned.

A = 4 A- = 3.7 B+ = 3.3 B = 3.0 B- = 2.7 C+ = 2.3

C = 2.0 C- = 1.7 D+ = 1.3 D = 1.0 D- = 0.7 F = 0.0

If one takes a four semester hour course and receives an "A," one will have 16 quality points (4x4=16). If one takes a

three semester hour course and receives a "C-," one has 5.1 quality points (3x1.7=5.1).

As each semester or term is completed, one's semester hours attempted and total quality points earned are added to any already acquired, and a new grade point average is calculated.

GENERAL**DEGREE REQUIREMENTS**

Students should consult their undergraduate catalog for a full listing of degree requirements and requirements in their major(s)/minor(s). The degree-audit feature of On-Track should provide a helpful guide to students, tracking which of their degree requirements have been completed. Students are encouraged to meet with their academic advisor and/or a member of academic advising if they have questions about their progress toward degree completion.
Regardless of what students decide will be their major program(s), they will have to complete the following general requirements involving a minimum of 132 semester hours of credit:

* Satisfactory work in one major subject, including a minimum GPA OF 2.0

* Completion of General Studies, including proficiency in a foreign language.

* Electives.

*Satisfactory completion of a comprehensive evaluation in the major field of study.

* Sixty or more semester hours at Elon including the last term before graduation.

*Twice as many quality points as credit hours attempted must be earned.

* Participation in commencement exercises.)

GRADE**APPEAL PROCEDURE**
The grade appeal system affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned as a result of clerical error, personal bias or arbitrary grading. Grades (for an entire course, assignment or unit) given by an instructor after the student is found responsible for an academic honor code violation through the University Honor System may not be appealed.

Keeping in mind that the appeal of a course grade should be attended to as soon as possible, the student must contact the professor involved within the first two weeks of the start of fall semester for the appeal of a spring semester or a summer term grade and within the first two weeks of the spring semester for the appeal of a fall semester grade. In the case of a winter term grade, the appeal must be made no later than April 1 of the year in which the course was completed. If the faculty member who taught the course is not available, the appeal should be made to the chairperson of the faculty member's department.

In the case of a grade that would affect a graduating senior or that would result in probation or suspension, the student must contact the professor immediately after the grade is posted, and the procedure will be expedited.

Procedure for appealing a course grade

To begin an appeal, the student must first complete a grade appeal request and set up a meeting with the professor to discuss the situation with the time frame outlined above.

This form is to be filed with the department chairperson no later than the end of the fourth week of the semester.

Please retain copies of all information filed with this statement.

If the student wishes to continue the appeal following this meeting, he or she must file a written appeal with the professor's department chairperson by the end of the fourth week of the semester, or by April 15 in the case of the

appeal of a winter term grade. If the department chairperson is the professor involved, the written appeal will go to the dean of the college or school. The student will submit to the department chairperson the Student Grade Appeal Statement Form together with copies of the course syllabus, tests, assignments and papers in the student's possession. The department chairperson will notify the professor involved, and the professor will file the Professor Grade Appeal Statement Form with the department chairperson by the end of the fifth week of the semester, or by April 22 for a winter term grade, together with copies of the syllabus, assignments and any of the student's work that remains in the professor's possession. The department chairperson, following consultation with the related dean or deans, will render a decision in writing regarding the grade appeal by the end of the sixth week of the semester, or by April 29 in the appeal of a winter term grade.

If the student wishes to appeal the Chair's decision to the final hearing body, he or she must put that request in writing to the dean within one week. The dean, or his/her designee, will notify the chairperson of Academic Council to form a grade appeal hearing committee and forward all documentation to the chairperson of the Academic Council. The committee should meet no later than the end of the eighth week of the semester, or by May 13 for a winter term grade appeal. The grade appeal committee will consist of:

a) 3 members of Academic Council appointed by the chairperson of council.

b) 1 faculty member appointed by the dean of the department/division involved.

c) 1 Student Government Association representative appointed by the student government executive president. In the case that the involved student is the student government president, the vice-president shall appoint the student representative.

The chairperson of the grade appeal hearing committee will be chosen from the three council members serving on the committee by the chairperson of Academic Council.

Grade Appeal Hearing Procedure:
Hearings are restricted to those Elon faculty or staff directly involved in the appeal. The student and the professor may each bring an advisor from the Elon University community (currently enrolled student, faculty or staff member) to the hearing. The advisor may only counsel the student or the professor and may not actively participate in or make any statement during the hearing. Recognizing that the grade appeal hearing is an in-house procedure, attorneys, other legal counsel and any other persons outside the university community are not permitted in the hearing.

The hearing committee will review all of the documentation received from the dean and then ask the student, professor and their advisors, if present, to come into the room. The student and the professor will each be allowed to make a statement, and the committee members may ask questions of the student and the professor. The student, professor and their advisors will then be asked to leave the room, and the final discussion and vote by the committee shall be in closed session. The decision of the committee is final, and the Chair of Academic Council will send written verification of the committee's decision to the professor and the student. In the case of a grade change, the dean of the school or college, or his/her designee, will make the change.

RETENTION STANDARDS

Classification of Terms

* Probation - Students are notified that their GPA is below 2.00, that they are limited to a maximum load of 12 semester hours and that they should consult with their academic advisor.

* Suspension - Students are separated from Elon University and one academic semester must elapse before they are eligible to apply for readmission.

Standards for End of Fall Semester:

* Suspension - any student having a semester GPA below 1.00.

* Probation - any student with a cumulative GPA below a 2.00.

Standards for End of Spring Semester:

* Suspension - less than 1.00 GPA for the SEMESTER.

* **FRESHMEN** - 0-29 semester hours earned:

Suspension - cumulative GPA less than 1.70

Probation - cumulative GPA 1.70 to 1.99

* **SOPHOMORES** - 30-61 semester hours earned:

Suspension - cumulative GPA less than 1.80

Probation - cumulative GPA 1.80 to 1.99

* **JUNIORS** - 62-95 semester hours earned:

Suspension - cumulative GPA less than 1.90

Probation - cumulative GPA 1.90-1.99

* **SENIORS** - 96 and above semester hours earned:

Suspension -- cumulative GPA less than 2.00 A student who is suspended and is readmitted in a subsequent term must have a minimum GPA, each term or semester, of 2.3 (C+) until the student's cumulative GPA is 2.0 or higher. Failure to do so will result in a second and final suspension.

Dean's List, President's List and Graduation with Honors
The Dean's List encourages and recognizes excellence in academic work. A student who has no grade below a "B-" and a GPA of at least 3.5 in a minimum of 12 semester hours in any semester is placed on the Dean's List for the following semester. Those students who have no grade below an "A-" in a minimum of 12 semester hours in any semester are placed on the President's List. Classes passed on a Pass/Fail basis or classes with grades of "S," "WD," or "W" are not included in Dean's List or President's List eligibility.

Students completing at least 66 credit hours at Elon University may graduate with honors. Candidates for graduation with an average of 3.9 or above are graduated summa cum laude; those with 3.7 or above, magna cum laude; and those with 3.5 or above cum laude. In computing eligibility for honors, only work attempted at Elon University will be used.

MIISSING/RESCHEDULING TESTS OR FINAL EXAMINATIONS

1. Missing or Rescheduling a Test

When a student misses an announced test during the semester/term, he/she must secure permission from the professor to make up the test. Individual instructors are authorized by faculty vote to use retest programs (for tests other than the final examinations) tailored to their individual courses. Each professor should make clear the department policy and outline the procedure to be followed in validating the reasons for missing a test. This information should be carefully explained at the beginning of each semester and included in the course syllabus.

2. **Missing or Rescheduling One or More Examinations**

If a student misses final examinations during a semester, the student must secure permission based on the reason for missing (see below)

a. **Multiple Final Examinations on One Day**
If a student has three (3) exams scheduled for the same day, he/she may secure a "Change Request Form" from the

Registrar's Office. This change request form must be completed and returned to the Registrar's Office by 5:00 p.m. on the last day of classes before final exams.

b. **Medical Reasons**

1) Medical Emergency. Students who have completed sufficient work to complete but who become ill or injured just prior to or during the final exam period should contact the associate vice president for academic affairs in the provost's office (Alamance 120) to present verification. The AVPAA will notify instructors of the student's situation. As soon as they are able students should contact individual instructors to discuss arrangements for completing work. In cases where the instructor is no longer employed at Elon after the end of the semester, the student should contact the department chairperson.

2) Medical Leave of Absence (WD). If a student has a documented medical condition that has impacted his/her ability to complete course work and will keep him/her from taking exams, the student should consult the assistant vice president for student life for a medical leave of absence which will remove the student permanently (with grades of WD) from all classes. Students seeking a medical withdrawal must withdraw from all courses; they may not obtain a medical withdrawal from only selected courses. Students with medical withdrawals will not be permitted to complete courses. Medical withdrawals must be processed before the last day of classes.

c. Other Documented Excuses for Missing Final Exams.

Occasionally, a student will find him/herself in a situation that may be best resolved by not taking one or more final examinations as scheduled. Justifiable reasons for such absences may include school sponsored representation at events, but will generally not include travel arrangements, starting a job or an internship, or participation in family events such as weddings and graduations.

1) Missing or Rescheduling ONE final exam only per semester. Requests by a student to miss or reschedule only one final exam during a semester must be made to the appropriate department chairperson. When the chair agrees that the reason for missing is justifiable, the student is responsible for working with the faculty member to complete the work for that course.

2) Missing or Rescheduling MULTIPLE final exams in one semester. Requests by a student to miss or reschedule more than one final exam during any given semester must be made to the associate vice president for academic affairs. Because the burden of faculty to revise or recreate and administer additional final exams, such absences are not commonly awarded. If approved, the AVPAA will notify instructors that appropriate verification has been received. Students should, as soon as they are able, contact individual instructors to discuss completion of course work.

Students who misrepresent their requests to miss or adjust final exams will be charged with violating Elon's Honor Code.

CAREER CENTER

Throughout college and after graduation, students are invited to use the many services available through the Career Center. These services are designed to support students and alumni in the lifelong process of defining career goals, learning the skills to attain them and developing employment opportunities.

The following career services and programs are available to students for help in planning their futures and in becoming adept at finding employment during and after their college years:

* Resume development

* Career Workshops

* Transition strategies courses

* On-Campus Recruiting

* Internships and Co-op experiences

* "Securing a Job" courses (COE 310)

* Individual career advising

* Elon Job Network (full and part-time jobs postings)

* Career shadowing

* Summer job opportunities

* Career Interest Assessment

* Graduate school information

* Videotaped mock interviews

* and Web resources.

For more information, contact ext. 6538.

CAROL GROTNES BELK LIBRARY

The Carol Grotnes Belk Library provides a variety of learning resources and services in support of the university curriculum, helping students develop effective research, study and presentation skills.

The library offers over 240,000 books and bound periodicals, 4,000 current serial subscriptions, 70,000 government documents and 15,000 audiovisual materials for use by the entire university community. Provided are library instruction for individuals and classes, professional reference services, a wide variety of online databases, Internet access and a variety of interlibrary loan services. Additionally, students can find novels, videos, DVDs, and audio books for recreational reading, viewing and listening.

Within the library, the Office of Media Services serves as an instructional laboratory for all students and offers audiovisual production services, audiovisual equipment and materials, and computer facilities.

EL CENTRO DE ESPANOL

El Centro de Español, located in Carlton 114, offers the campus community a new approach to language learning. The focus is on using Spanish, not just on reading or writing. El Centro encourages learning, but not in the traditional methods of homework and grades. Students, faculty and staff learn by immersion in Spanish through experiences such as conversation with native speakers, one-on-one and small group discussions, and use of resource materials for individual learning. El Centro also organizes numerous cultural events on campus to celebrate customs and traditions in Spanish-speaking countries worldwide. Participants can also volunteer through El Centro in the local Hispanic community. The program at El Centro allows participants to advance at their own pace in a fun and relaxed environment. El Centro reinforces Elon's view of co-curricular activities that occur outside the classroom as part of the whole learning experience. To learn more about El Centro, visit www.elon.edu/elcentro or call 336-278-6517.

STUDY ABROAD PROGRAMS-

Elon University strongly encourages each student to spend at least one semester or term studying abroad. Elon has one of the top study abroad programs in the country for master's-level institutions, and more than 70% of Elon's 2010 graduating class studied abroad at some point during their college career. Elon offers more than 70 programs during the semester, winter and summer terms. GPA requirements depend on the particular program, but are generally 2.0 for winter term and summer programs, and 2.5-3.2 for semester programs.

Study abroad is available to everyone at Elon. Don't be fooled by the following myths:

MYTH #1: I must know a foreign language. WRONG! Many of Elon's programs have courses taught in English. Most of the 70 programs do not require prior foreign language experience, although language immersion programs are available.

MYTH #2: Study abroad will delay my graduation. NOT SO! If you plan ahead with your academic advisor, you should be able to fit one or more study abroad programs into your four-year plan.

MYTH #3: I don't have enough money to study abroad. DON'T BE SO SURE! Many of the semester study abroad programs are approximately the same cost as attending Elon for the semester, and some programs are located in countries where the cost of living is lower than in the US. If cost is still a concern, you may qualify for a need-based scholarship. Students may also be eligible to apply for program-specific and national scholarships. Elon's Financial Planning officers would also be glad to meet with you about planning for the costs of study abroad.

MYTH #4: Study abroad is only for certain majors. WRONG AGAIN! There are programs that can fit any major at Elon. Furthermore, students can take courses for general studies and their minor, in addition to courses for their major, while studying abroad.

For a full list of available programs, details about each of the programs, application periods and other helpful study abroad information, please visit the Isabella Cannon International Centre website at www.elon.edu/studyabroad. To arrange an appointment with an international programs advisor, call 336-278-6700 or stop by the Isabella Cannon International Centre in Carlton 113.

ELON EXPERIENCES

Elon Experiences is a program that provides opportunities and promotes participation in "applied" curricular and co-curricular activities at Elon -- leadership development, volunteer service, internship/co-op experiences, undergraduate research and study abroad/intercultural experiences. The "Elon Experiences Transcript" is a student's official written record of involvement in Elon Experiences activities.

Program directors, coordinators, advisors and other university staff validate and report students' participation in Elon Experiences activities. Elon students may receive a copy of their Elon Experiences Transcript, which include activities up through the previous semester, by contacting the Center for Leadership and Organization Development, Moseley 224. Students may view their transcripts on the Web from the Elon Experiences site.

EXPERIENTIAL LEARNING REQUIREMENT

A distinctive feature of the General Studies Program is the Experiential Learning Requirement, the "ELR." Students may select from a range of options to satisfy this graduation requirement. Some courses fulfill the ELR: internships, study abroad courses, practicums, co-ops, student teaching and designated courses which include extensive experiential learning. The ELR may also be completed through 40 hours of volunteer service with one agency or activity, through a leadership role in a campus organization or through a pre-approved individual activity. Finally, students may satisfy their ELR by completing an approved undergraduate research project. For all non-course based experience, the ELR must be approved in advance and students must engage in an experience and reflect on that experience, under the tutelage of an advisor. Though students are required to complete only one ELR, they may satisfy the requirement as many times as they wish. Their academic transcript will indicate each time they fulfill the requirement.

SEMESTER PROGRAMS

Elon students have many options for semester study abroad programs, which in most cases allow students to continue to pay Elon tuition and fees -- some allow room and board to be paid to Elon, and most students pay their own travel expenses. Students who are not studying a foreign language can attend programs in countries such as England; Scotland; Ghana or Kenya, Africa; Australia; Denmark; Sweden; Italy; Mexico; and the Turks and Caicos Islands. Each of these programs offers a unique program featuring different course options, living arrangements and travel opportunities.

Students who are in the process of learning a foreign language have many options as well. Elon students can study French at the Sorbonne in Paris, France; Spanish at the Fundacion Jose Ortega y Gasset in Toledo, Spain; the University of San Fransicso de Quito in Quito, Ecuador; Council Study Centers in Santiago, Chile and Buenos Aires, Argentina; or the Centre for Sustainable Human Development in San Jose, Costa Rica. Students may also study Japanese at Kansai Gaidai University in Osaka, Japan. Each program requires a different level of language education in courses at Elon, a 2.5-3.0 minimum GPA (depending upon the program), foreign language faculty recommendations and an essay.

Applications are accepted for all semester programs one semester in advance, with the exception of the London program. For this, applications are accepted one year in advance. More details about applying and the applications themselves can be found on the study abroad Web site.

SEMESTER IN LONDON

A student may earn 12-16 semester hours participating in Elon's London Semester Program. Students can take advantage of Elon courses taught by Elon and British professors, internships, a ten day semester break and day trips in Great Britain. Housing is in an apartment in central London. Airfare and other travel expenses are additional. The semester program is available in the fall or spring to students with a GPA of 2.5 or better and positive faculty and advisor recommendations. Applications must be submitted one year in advance.

WINTER TERM

The month-long January term offers a variety of study abroad opportunities. Over 600 students studied across the globe during January of 2004, the 32nd year of the Winter Term study abroad program. All students with a GPA of 2.0 or better are encouraged to apply, including freshmen. The Winter Term Web page describes each course and has downloadable course brochures. Each course is worth four semester hours of credit.

Programs range in location and topic across dozens of disciplines and countries. Students can study topics such as field biology in Belize, World War II in Europe, African history in Ghana, Language and Culture in Costa Rica, art in Italy, astronomy in Mexico, communications in Germany, literature in Ireland, service learning in Guatemala and many others.

OTHER PROGRAMS

Information on study abroad programs all over the world is available online at www.elon.edu/e-web/academics/cannon and in Carlton 113 in the Isabella Cannon Centre for International Studies. To talk with a study abroad advisor, email the contact on the Web site or call 336-278-6700.

WRITING CENTER

The Writing Center is a peer tutoring program in which students may work one-on-one with a tutor during any stage of the writing process. This includes brainstorming ideas, developing a thesis, organizing, revising, editing and properly documenting sources. The goal of this program is to create better writers who utilize feedback as part of their writing process. For more information, please visit the Writing Center Web site.

Elon University, Elon, NC 27244
336.278.2000



Home

SPARKS! Peer Education

Alcohol, Tobacco, Other Drugs

Party Smart!

BASICS

Social Norms

Prevention Efforts

Low Risk Grant Guidelines

Information for Parents

Links

College Alc

Mission Statement

It is the mission of the Office of Substance Education to create an environment that promotes academic success and healthy lifestyles through comprehensive programming aimed to prevent and reduce the negative consequences from alcohol, tobacco, and other drug use. We strive to assist students, faculty, and staff in the adoption of a healthy lifestyle by providing individuals and groups with information, education and resources.



Congrats to SPARKS! Peer Education

Winners of the 2010 BACCHUS Network's Outstanding Affiliate Award

To read Elon's Alcohol Position Statement, click here.

In complicance with the Drug-Free Schools and Campuses Act, please view this document for information regarding alcohol and other drugs at Elon University. Information can be found on:

Standards of Conduct
Federal, State, Local Sanctions
Health Risks
Campus Resources
Disciplinary Sanctions

Are you interested in a presentation for your class or organization? SPARKS Peer Educators are available to give presenations or help facilitate discussions and critical thinking. Please give at least two weeks notice and**fill out the following form.**

Self-Screening

Click on the link below to take a FREE self-assessment.

This web-based screening can help you decide - in a few short minutes - whether professional consultation would be helpful to you.

This screening is available to all Elon University students, and you remain anonymous unless you decide otherwise.

Following the screening you'll receive an immediate result that can be printed and taken to a clinician for further evaluation. A screening test is not a substitute for a complete

evaluation but it can help you learn if your symptoms are consistent with alcohol abuse and most importantly, how to get help.

http://www.mentalhealthscreening.org/screening/login.asp?keyword=ELON

CONTACT INFORMATION

Lauren Martin, Coordinator for Substance Education
154 Koury Athletic Center
(336) 278-7285 or lmartin10@elon.edu

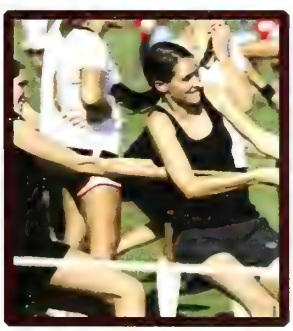
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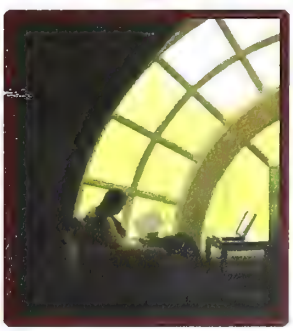
ELON UNIVERSITY

STUDENT HANDBOOK 2011-2012









September 9, 2011

Dear Students, Faculty and Staff:

The *2011-2012 Elon University Student Handbook* is a publication of the Division of Student Life. The handbook will be available to all members of the University community electronically at http://www.elon.edu/e-web/students/handbook/

The *Student Handbook* contains critical information associated with student conduct as well as information regarding campus policies and regulations. The *Student Handbook* also contains helpful information and links to information regarding campus resources and student life, student organizations, student services, and campus events.

Updates to all sections of the *Student Handbook* may be posted periodically. It is the responsibility of all Elon University students to become familiar with campus policies and procedures and to watch for updates as instructed on E-Net. Printed copies of the *Student Handbook* are on reserve in Belk Library and are available by request in the Office of Student Development, Moseley 206.

Questions or comments regarding the *2011-2012 Elon University Student Handbook* should be forwarded to:

Jana Lynn Patterson
Assistant Vice President for Student Life & Associate Dean of Students
Office of Student Development, Moseley 206
Phone: 278-7200
E-mail: patters@elon.edu

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Elon University Mission Statement

Elon University embraces its founder's vision of an academic community that transforms mind, body, and spirit and encourages freedom of thought and liberty of conscience.

To fulfill this vision, Elon University acts upon these commitments:

- We nurture a rich intellectual community characterized by active student engagement with a faculty dedicated to excellent teaching and scholarly accomplishment.
- We provide a dynamic and challenging undergraduate curriculum grounded in the traditional liberal arts and sciences and complemented by distinctive professional and graduate programs.
- We integrate learning across the disciplines and put knowledge into practice, thus preparing students to be global citizens and informed leaders motivated by concern for the common good.
- We foster respect for human differences, passion for a life of learning, personal integrity and an ethic of work and service.

Introductory Letter from Dr. Leo Lambert, President

Thank you for choosing to attend Elon. We are glad you are a member of our academic community and we look forward to your contributions. You are a citizen of a liberal arts and sciences university. Academic programs of study across every undergraduate major are constructed upon the enduring foundation of the arts and sciences. You will receive an education here that will prepare you to write, to think critically, to analyze, and to express yourself thoughtfully.

I urge you to make the most of your time at Elon by applying yourself seriously to your studies. Your first and highest purpose here is learning and reflection, developing intellectually, connecting knowledge and experience, and upholding the Elon honor codes. At Elon, we value the idea that you should be personally engaged in your academic studies. Through the Elon Experiences -- study abroad, internships, undergraduate research, leadership development, and volunteer service -- you will have extraordinary opportunities to connect your classroom and out-of-classroom learning.

Through your education here, we hope that you will gain a greater respect for human differences, a passion for a life of learning, a global perspective and a strong ethic of work and service. Elon faculty and staff are dedicated to knowing you personally and helping you to develop these qualities. We are confident that you will make connections here that will last throughout your life, and will always remain connected to Elon and committed to supporting its distinctive mission.

Sincerely,

Leo M. Lambert
President

Introductory Letter from Dr. Smith Jackson, Vice President for Student Life and Dean of Students

Elon students are among the best of any student body in the nation. They are very bright, talented, fun loving and good-hearted. It seems you cannot go anywhere in the world without running into an Elon student or graduate who is engaged in meaningful and interesting activities, from building schools for orphans in Sri Lanka, to conducting research on language acquisition in Ecuador, to producing films in Los Angeles. On the Elon campus, students are working alongside faculty and staff to provide high quality cultural, athletic, and performing arts experiences. They are involved in significant leadership positions and participate in the shared governance of the campus to further improve the Elon experience for their peers and future generations. They are socially and environmentally conscious, and welcome learning from the diversity of viewpoints and experiences in the student body, faculty and staff.

We are a campus that understands that learning occurs best when students are involved and invested in the learning process. We value learning in and outside the classroom, on and off the campus. Therefore, Student Life staff work in partnership with faculty and other staff of the university to provide a seamless learning experience that fulfills our founders' vision of "an academic community that transforms mind, body and spirit." (Elon Mission Statement). Our goal is for students to have a deep commitment to personal integrity and social responsibility and to develop the skills to live rewarding, creative and purposeful lives.

Smith Jackson
Vice President for Student Life and Dean of Students

Introductory Letter from Sam Warren, Executive President of the Student Government Association

Elon University is filled with many exciting opportunities. The few years you spend on this campus will not only foster scholastic growth, but personal growth as well. As a member of our liberal arts community, your horizons will be broadened through a variety of courses and lectures. The Elon Experiences allow us to build expertise within our desired fields, give back to others through service, study abroad, and enhance our leadership abilities. Elon University recognizes the importance of growth both in and out of the classroom and encourages students to seek opportunities that allow them to foster said growth. Make the most of your college experience by taking advantage of these opportunities to expand your thinking and embrace the challenges they may bring.

If it has not already, this campus will soon become a second home. Elon University is often described as a friendly and open campus. The faculty and staff are known for inviting students to dinner and, with hundreds of student organizations, there is a place where everyone can feel comfortable. Our community will help you grow and support you through your time at Elon University.

Elon University is a community where academics take precedent and where students are responsible, honest and act with integrity and respect. This campus will help you flourish as an individual and will prepare you for life after academia. "Long live Elon" is not just a phrase shouted at both Convocation and Graduation; it holds a much deeper meaning. The relationships we develop and experiences we have at Elon will shape our lives forever.

Our Student Government Associate was created to enhance the relationship between the faculty, staff, and students. Our main function is to represent the rights and opinions of the student body while upholding the mission of Elon University. As the Student Government Association Executive President, I serve as the voice of the student body to the administration. I look forward to being a part of this great community with you and am honored to represent you. Please never hesitate to contact me.

Sincerely,

Sam Warren
Student Government Association Executive President

Academic Affairs and Services

Academic Message

An Elon student's highest purpose is Academic Citizenship: giving first attention to learning and reflection, developing intellectually, connecting knowledge and experiences and upholding Elon's honor codes.

Academic Support and Services

All Elon students are assigned an academic advisor. Academic advising is a form of teaching. Advisors provide accurate information to students in a mentoring environment, challenging them to reflect on interests, skills and aptitudes; to think critically about goals and objectives; to select courses and majors; to have a graduation plan and to consider career options.
Elon University's academic advising program is two-pronged. First-year students are advised through the Elon 101 program, where both faculty and professional staff serve as academic advisors. Once a student officially declares a major, a faculty member within that department partners with the student for academic advising. Advising is a shared responsibility between advisors and students. The ultimate responsibility for successful degree completion, however, rests with the student.

Both advisors and students may receive additional support through the Academic Advising Center. It is staffed with five professional advisors and is located on the first floor of Duke Building in Room 108. The center primarily serves students who have yet to declare a major. When appropriate, professional staff in the Advising Center supplements the extensive advising that occurs between faculty and their advisees. The center is open Monday through Friday, 8 am. -5 p.m. The Advising Center, Disabilities Services, and Peer Tutoring are all part of Elon's Academic Support Services, http://www.elon.edu/e-web/academics/support

Office phone: 336-278-6500
Fax number: 336-278-6514

Academic Recognition

Dean's List and President's List

The Dean's List encourages and recognizes excellence in academic work. Recognition of this status is included on the student's academic transcript for every semester it is earned. A student who has no grade below a "B-" and a GPA of at least 3.5 in a minimum of 12 semester hours in any semester is placed on the Dean's List for the following semester. Those students who have no grade below an "A-" in a minimum of 12 semester hours in any semester are placed on the President's List. Classes passed on a Pass/Fail basis or classes with grades of "S," "WD," or "W" are not included in Dean's List or President's List eligibility. Students who feel their status has not been correctly noted should complete a form available in the Registrar's Office.

Graduation with Honors

Students completing at least 66 credit hours at Elon University may graduate with honors. Candidates for graduation with an average of 3.9 or above are graduated summa cum laude; those with 3.7 or above, magna cum laude; and those with 3.5 or above cum laude. In computing eligibility for honors, only work attempted at Elon University will be used.

Academic and Student Records

Family Educational Rights and Privacy Act and Disclosure of Directory Information

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Elon University complies with the Family Educational Rights and Privacy Act of 1974 (FERPA as amended in 2008). This act is designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the act.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, students have the right to withhold the disclosure of Directory Information. Students should consider very carefully the consequences of any decision to withhold Directory Information; any future requests for such information from non-institutional persons or organizations will be refused. Students who wish to withhold directory information should contact the Office of the Registrar.

The institution will honor requests to withhold the information listed below but cannot assume responsibility to contact students for subsequent permission to release them. The institution assumes no liability for honoring instructions that such information be withheld.

The items listed below are designated as Directory Information and may be released for any purpose at the discretion of the institution unless the student requests the information be withheld:

1. Name, address, telephone number, dates of attendance, class, and electronic e-mail address.
2. Previous institution(s) attended, major field of study, awards, honors (included Dean's list), degree(s) conferred (including dates).
3. Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth.

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the University official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health and counseling staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intendeds to enroll.

The University may make disclosure to parents and other parties based on provisions of FERPA (as amended in 2008), which are listed in The Federal Register, Volume 73, No. 237, December 9, 2008. These disclosures are made at the discretion of University officials.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Questions about student records and FERPA may be directed to The Office of the Registrar, (336) 278-6677 or the Office of Student Development (336) 278-7200. Students who wish to provide consent for parents or others to review educational records may do so by signing an authorization form available in the Office of Student Development, Moseley 206.

Heath and counseling records are not covered by FERPA and can only be released with signed permission unless as allowed by law. Students wishing to release their health or counseling records should contact the R.N. Ellington Health and Counseling Center at (336) 278-7230.

Career Center

Throughout college and after graduation, students are invited to use the many services available through the Career Center. These services are designed to support students and alumni in the lifelong process of defining career goals, learning the skills to attain them and developing employment opportunities.

The following career services and programs are available to students for help in planning their futures and in becoming adept at finding employment during and after their college years:

* Resume development

* Career Workshops

* Transition strategies courses

* On-Campus Recruiting

* Internships

* Transition Strategy courses

* Individual career advising

* Elon Job Network (full and part-time jobs postings)

* Elon Career Network (Alumni & Parent networking contacts)

* Summer job opportunities

* Career Interest Assessment

* Graduate school information and preparation

* Videotaped mock interviews

For more information, contact ext. 6538.

Carol Grotnes Belk Library

The Carol Grotnes Belk Library provides a variety of learning resources and services in support of the university curriculum, helping students develop effective research, study and presentation skills.

The library offers over 300,000 books, 40,000 current serial subscriptions, 70,000 government documents and 24,000 audiovisual materials for use by the entire university community. Provided are Library instruction for individuals and classes, professional reference services, a wide variety of online databases, internet access and a variety of interlibrary loan services. Additionally, students can find novels, DVD's and audio books for recreational reading, viewing and listening.

Within the library, the Office of Media Services offers audiovisual production and design services, audiovisual equipment and materials, and laptop computers for checkout with a Phoenix card.

Library Policies:

*The library seeks to maintain an atmosphere conducive to studying and reading. Talking in a subdued tone is permitted on the first floor. The second floor and third floors are reserved for quiet study. Students working in groups are urged to use one of the small study rooms.

* Cell phones may be used only on the first floor, the back stairwells, and the study rooms.

*Certain types of materials, including reference books, reserve materials; newspapers, periodicals, microforms and archival materials may be used only in the library.

*Circulating materials are loaned for various lengths of time, and each borrower is responsible for knowing the due date/time on all items and for returning them on or before they are due. Borrowers will receive an e-mail courtesy reminder three days before items are due and can renew needed items either online or in person.

*There are no daily library fines but borrowers with overdue materials will be blocked from further checkouts.

*Borrowers with overdue materials will receive two e-mail overdue notices, followed by a bill. At this point, the material is considered lost, and borrowers will be charged $60.00 per item ($50 replacement cost, $5 processing fee, and $5 non-refundable billing fee). If the item is returned, the borrower will owe only the $5 billing fee.

*The library will accept an exact replacement, in new condition; of the lost item but in all cases, the borrower is responsible for the billing fee.

*Materials lost belonging to other libraries will be charged at the rate of the lending library.

*All outstanding library debts must be cleared before the student may check out other materials, withdraw officially from school, receive a transcript, register for another semester, or graduate.

*The library adheres to and supports all copyright regulations.

Class Attendance

There is a strong relationship between class attendance and success or failure in the classroom.

Each department establishes policies related to class attendance. Students are responsible for finding out the first day of class what each professor requires in terms of class attendance. Absence from class does not relieve a student of responsibility for being responsible for materials covered or for submitting assignments missed, when the professor allows doing so.

The student is responsible for communicating with professors about absences. Preferably, this notification should be given prior to the class that is to be missed. Class absences are deemed "excused" at the discretion of the professor and may require documentation such as a note from a doctor. Excessive class absences may result in the lowering of a course grade and/or notification to the early warning system in Academic Advising

Classification of Students

The university identifies students in one of four classes based on the number of credit hours they have completed. This classification is as follows:

* First-Year: 1-29 semester hours completed.
* Sophomore: 30-61 semester hours completed.
* Junior: 62-95 semester hours completed.
* Senior: 96 semester hours completed.

Computer Labs

There are academic computer labs throughout campus available to Elon students at no extra charge. Elon is a multi-platform campus with 36 PC labs and 17 Mac labs. Each computer is connected to the Internet and can access e-mail and software servers located throughout the campus. If at any time you have a problem in a computer lab, call the Technology Help Desk at ext. 5200 (all computer labs have phones).

Some computer labs, including the Belk Library computing facilities, are open throughout most vacations and offer extended hours during exams.

Disabilities/Special Needs

Students with documented disabilities (learning disabilities, ADD/ADHD, vision impairment, hearing impairment, mobility problems, health related problems) may request special services and/or appropriate accommodations. Students who need to discuss such needs should contact the Coordinator of Disability Services, Susan Wise, who reviews documentation and consults with the student to arrange for appropriate classroom/campus accommodations. Call 278-6500 for more information or come by the Advising Center, Duke 108. Additional information may also be found at www.elon.edu/disabilities.

El Centro de Espanol

El Centro de Español, located in Carlton 114, offers the campus community a non-traditional approach to language learning. The focus on Spanish is not just restricted to learning how to read and write measured through homework and grades. Rather, students, faculty and staff learn by immersion in Spanish through experiences such as conversation with native speakers, one-on-one and small group discussions, and use of resource materials for individual learning. El Centro also organizes numerous cultural events on campus to celebrate customs and traditions in Spanish-speaking countries worldwide. Participants can volunteer in the local Hispanic community through El Centro. The program at El Centro allows participants to advance at their own pace in a fun and relaxed environment. El Centro reinforces Elon's view of co-curricular activities that occur outside the classroom as part of the whole learning experience. To learn more about El Centro, visit www.elon.edu/elcentro or call 336-278-6517.

Elon Experiential Learning Requirement

A distinctive feature of the General Studies Program is the Experiential Learning Requirement, the "ELR." Documented completion of at least one ELR is a requirement for graduation and students may select from a range of options to satisfy this requirement. Some courses fulfill the ELR: internships, study abroad courses, practica, co-ops, student teaching and designated courses, which include extensive experiential learning. The ELR may also be completed through 40 hours of volunteer service with one agency or activity, through a leadership role in a campus organization or through a pre-approved individual activity.

Finally, students may satisfy their ELR by completing an approved undergraduate research project. For all non-course based experience, the ELR must be approved in advance and students must engage in an experience and reflect on that experience, under the tutelage of an advisor. Though students are required to complete only one ELR, they may satisfy the requirement as many times as they wish. Their academic transcript will indicate each time they fulfill the requirement.

General Degree Requirements

Students should consult their undergraduate catalog for a full listing of degree requirements and requirements in their major(s)/minor(s). The degree-audit feature of On-Track should provide a helpful guide to students, tracking which of their degree requirements have been completed. Students are encouraged to meet with their academic advisor and/or a member of academic advising if they have questions about their progress toward degree completion.

Regardless of what students decide will be their major program(s), they will have to complete the following general requirements involving a minimum of 132 semester hours of credit:
* Satisfactory work in one major subject, including a minimum GPA OF 2.0
* Completion of General Studies, including proficiency in a foreign language.
* Elective courses, where needed, to reach 132 credit hours.
*Satisfactory completion of a comprehensive evaluation in the major field of study.
* Sixty or more semester hours completed at Elon including the last term before graduation.
*Twice as many quality points as credit hours attempted must be earned.
* Participation in commencement exercises.

Grade Appeal Procedure

The grade appeal system affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned as a result of clerical error, personal bias, or arbitrary grading. Grades (for an entire course, assignment, or unit) given by an instructor after the student is found responsible for an academic honor code violation through the University Honor System may not be appealed.

Keeping in mind that the appeal of a course grade should be attended to as soon as possible, the student must contact the professor involved within the first 2 weeks of the start of fall semester for the appeal of a spring semester or a summer term grade, and within the first 2 weeks of the spring semester for the appeal of a fall semester grade. In the case of a winter term grade the appeal must be made no later than April 1st of the year in which the course was completed. If the faculty member who taught the course is not available, the appeal should be made to the chairperson of the faculty member's department.

In the case of a grade that would affect a graduating senior or that would result in probation or suspension, the student must contact the professor immediately after the grade is posted, and the procedure will be expedited.

Procedure for appealing a course grade:

To begin an appeal the student must first set up a meeting with the professor to discuss the situation within the timeframe outlined above. As it is the responsibility of the student to demonstrate that the appeal has merit, the student should bring to this meeting any work from the course the student has in his/her possession for the professor to review. At the meeting, the professor will:

1. Review any work that the student brings to discuss.

2. Show the student any of the student's work that remains in the professor's possession (e.g., papers, final examinations and projects).

3. Explain how the student's grade was determined based on the standards set forth at the beginning of the class and listed in the course syllabus.

4. Re-figure the numerical computation of the grade, if any, to determine if there has been a clerical error.

If the student wishes to continue the appeal following this meeting, he or she must file a written appeal with the professor's department chairperson by the end of the fourth week of the semester, or by April 15th in the case of the appeal of a winter term grade. If the department chairperson is the professor involved, the written appeal will go to the dean of the college or school. The student will submit to the department chairperson the "Student Grade Appeal Statement" form together with copies of the course syllabus, tests, assignments, and papers in the student's possession. The department chairperson will notify the professor involved, and the professor will file the "Professor Grade Appeal Statement" form with the department chairperson by the end of the fifth week of the semester, by April 22nd for winter term grade, together with copies of the syllabus, assignments, and any of the student's work that remain in the professor's possession. The department chairperson, following consultation with the related dean or deans, will render a decision in writing regarding the grade appeal by the end of the sixth week of the semester, or by April 29th in the appeal of a winter term grade.

If the student wishes to appeal the Chair's decision to the final hearing body, he or she must put that request in writing to the dean within 1 week. The dean, or his/her designee, will notify the chairperson of Academic Council to form a grade appeal hearing committee, and forward all documentation to the chairperson of the Academic Council. The committee should meet no later than the end of the eighth week of the semester, or by May 13th for a winter term grade appeal. The grade appeal committee will consist of:

a. Three members of Academic Council appointed by the chairperson of council.

b. One faculty member appointed by the dean of the department/division involved.

c. One Student Government Association representative appointed by the student government executive president. In the case that the involved student is the student government president, the vice-president shall appoint the student representative.

The chairperson of Academic Council will choose the chairperson of the grade appeal hearing committee from the three council members serving on the committee.

Grade Appeal Hearing Procedure:

Hearings are restricted to those Elon faculty or staff directly involved in the appeal. The student and the professor may each bring an advisor from the Elon University community (currently enrolled student, faculty, or staff member) to the hearing. The advisor may only counsel the student or the professor and may not actively participate in or make any statement during the hearing. Recognizing that the grade appeal hearing is an in-house procedure, attorneys, other legal counsel, and any other persons outside the university community are not permitted in the hearing.

The hearing committee will review all of the documentation received from the dean and then ask the student, professor, and their advisors, if present, to come into the room. The student and the professor will each be allowed to make a statement, and the committee members may ask questions of the student and the professor. The student, professor, and their advisors will then be asked to leave the room, and

the final discussion and vote by the committee shall be in closed session. The decision of the committee is final, and the Chair of Academic Council will send written verification of the committee's decision to the professor and the student. In the case of a grade change, the dean of the school or college, or his/her designee, will make the change.

Elon University
Student Grade Appeal Statement

Student Information

Student's Name_____
Local Address_____
_____
Phone _____

Course Information

Course Number & Title_____
Semester_____ Professor's Name_____
Grade Received in Course _____ Grade Expected in Course_____
Number of Class Absences _____
Date of meeting with instructor about grade received_____
Was a change of grade requested? _____ Yes _____ No

Basis of Grade Appeal Request:
_____ Personal Bias _____ Arbitrary Grading _____ Clerical Error

Please attach a separate sheet explaining the reason for requesting a grade change, any discussions with the instructor about your class performance prior receiving the disputed grade and during the meeting to discuss the grade, and the outcome of the meeting with the professor.

Provide documentation of class performance, including laboratory portions of the course if applicable.

Include copies (not originals) of:

1. Syllabus and other course materials (handouts, assignments, etc.)
2. All tests, assignments, papers, etc. returned by the professor
3. Any other pertinent materials or information

Student Signature_____ Date_____

This form is to be filed with the department chairperson no later than the end of the fourth week of the semester. Please retain copies of all information filed with this statement.

Elon University
Professor Grade Appeal Statement

Professor Information

Name_____
Campus Address_____
Office Phone _____ Department _____

Course Information

Course Number & Title_____
Semester_____ Student's Name_____
Number of class/lab meetings per week_____
Number of Student Absences _____
Grade Given in Course _____
Date of meeting with student about grade _____
Was a change of grade requested? _____ Yes _____ No

Basis of Grade Appeal Request:
_____ Personal Bias _____ Arbitrary Grading _____ Clerical Error

Please attach a separate sheet explaining any discussions with the student about his/her class performance prior to the granting of the disputed grade and during the meeting to discuss the grade, and the outcome of the meeting with the student.

Provide documentation of the student's class performance, including in laboratory portions of the course if applicable.

Include copies (not originals) of:

1. Syllabus and other course materials
2. All tests, assignments, paper requirements etc.
3. All of the student's work still in your possession
4. Any other pertinent materials or information

Professor Signature_____ Date_____

This form is to be filed with the department chairperson no later than the end of the fifth week of the semester. Please retain copies of all information filed with this statement.

Missing or Rescheduling Tests or Examinations

Students should consult the course syllabus for days that tests are scheduled during the semester. The schedule for final exams for each fall and spring semester may be found on On-Track. Students are responsible for knowing the times their tests and final exams are offered and for attending them as scheduled.

1. Missing or Rescheduling a Test

When a student misses an announced test during the semester/term, he/she must secure permission from the professor to make up the test. Individual instructors are authorized by faculty vote to use retest programs (for tests other than the final examinations) tailored to their individual courses. Each professor should make clear the departmental policy and outline the procedure to be followed in validating the reasons for missing a test. This information should be carefully explained at the beginning of each semester and included in the course syllabus.

2. Missing or Rescheduling One or More Final Examinations

If a student misses final examinations during a semester, the student must secure permission based on the reason for missing (see below)

a. Multiple Final Examinations on One Day

If a student has three (3) final exams scheduled for the same day, he/she may secure a "Change Request Form" from the Registrar's Office. This change request form must be completed and returned to the Registrar's Office by 5:00 p.m. on the last day of classes before final exams.

b. Medical Reasons

1.) Medical Emergency. Students who have completed sufficient work to complete a course but who become ill or injured just prior to or during the final exam period should contact the associate vice president for academic affairs in the provost's office (Alamance 120) to present verification. The AVPAA will notify instructors of the student's situation. As soon as they are able, students should contact individual instructors to discuss arrangements for completing work. In cases where the instructor is no longer employed at Elon after the end of the semester, the student should contact the department chairperson.

2.) Medical Leave of Absence (WD). If a student has a documented medical condition that has impacted his/her ability to complete course work and will keep him/her from taking exams, the student should consult the assistant vice president for student life for a medical leave of absence, which will remove the student permanently (with grades of WD) from all classes. Students seeking a medical withdrawal must withdraw from all courses; they may not obtain a medical withdrawal from only selected courses. Students with medical withdrawals will not be permitted to complete courses.

c. Other Documented Excuses for Missing Exams.

Occasionally, a student will find him/herself in a situation that may be best resolved by not taking one or more final examinations as scheduled. Justifiable reasons for such absences may include school-sponsored representation at events, but will generally not include travel arrangements, starting a job or an internship, or participation in family events such as weddings and graduations.

1. Missing or Rescheduling ONE exam only per semester Requests by a student to miss or reschedule only one exam during a semester must be made to the appropriate department chairperson. When the chair agrees that the reason for missing is justifiable, the student is responsible for working with the faculty member to complete the work for that course.

2. Missing or Rescheduling MUTLIPLE exams in one semester Requests by a student to miss or reschedule more than one exam during any given semester must be made to the associate vice president for academic affairs. Because of the burden on faculty to revise or recreate and administer additional exams, such absences are not commonly awarded. If approved, the AVPAA will notify instructors that appropriate verification has been received. Students should, as soon as they are able, contact individual instructors to discuss completion of course work.

Students who misrepresent their requests to miss or adjust final exams will be charged with violating Elon's Honor Code

Peer Tutorial Services

Students recommended by faculty provide their peers academic support in a wide variety of courses. The Tutoring Center is located in Belk Library. Questions may be directed to the Director of Tutorial Services, Laurin Kier, in Belk 122. Further information is available at: www.elon.edu/tutoring.

Retention Standards

Each student's academic standing is determined every semester through examination of the earned GPA for the completed semester and the GPA for cumulative work. A student whose cumulative GPA falls below 2.0 is reviewed by the Academic Standing Committee and placed on academic probation or, when applicable, academic suspension.

Definition of Terms

* Academic Probation – This condition serves as a warning that a student's academic performance is below the minimum university standards; Students are notified that their cumulative GPA is below 2.00, that they are limited to a maximum load of 14 semester hours for the next semester and that three consecutive semesters on probation will result in suspension. Students put on probation should consult with their academic advisor at once to discuss intervention strategies.
* Academic Suspension – Students who fail to meet standards listed below are separated from Elon University. One academic semester must elapse before students are eligible to apply for readmission. While suspended, students may not take classes at other institutions and transfer them to Elon. A student who is suspended and is readmitted in a subsequent term must have a minimum GPA, each term or semester, of 2.3 (C+) until the student's cumulative GPA is 2.0 or higher. Failure to do so will result in a second and final suspension.

Fall Semester Standards for Academic Probation and Academic Suspension:

* Probation - any student with a cumulative GPA below a 2.00.
* Suspension - any student having a semester GPA below 1.00. and a cumulative GPA below 2.0

Spring Semester Standards for Probation and Suspension:

* **FIRST-YEAR** - 0-29 semester hours earned:
Probation - cumulative GPA 1.70 to 1.99
Suspension - cumulative GPA less than 1.70

* **SOPHOMORES** - 30-61 semester hours earned:
Probation - cumulative GPA 1.80 to 1.99
Suspension - cumulative GPA less than 1.80

* **JUNIORS** - 62-95 semester hours earned:
Probation - cumulative GPA 1.90-1.99
Suspension - cumulative GPA less than 1.90

* **SENIORS** - 96 and above semester hours earned:
Suspension - cumulative GPA less than 2.0

Study Abroad Programs

Elon University strongly encourages each student to spend at least one semester or term studying abroad. Elon has one of the top study abroad programs in the country for master's-level institutions, and nearly 70% of Elon's 2011 graduating class studied abroad at some point during their college career. Elon offers more than 80 programs during the semester, winter and summer terms. GPA requirements depend on the particular program, but are generally 2.0 for winter term programs, 2.0-3.0 for summer programs, and 2.5-3.4 for semester programs.

Study abroad is available to everyone at Elon. Don't be fooled by the following myths:

MYTH #1: I must know a foreign language. WRONG! Many of Elon's programs have courses taught in English. Most of the 70 programs do not require prior foreign language experience, although language immersion programs are available.

MYTH #2: Study abroad will delay my graduation. NOT SO! If you plan ahead with your academic advisor, you should be able to fit one or more study abroad programs into your four-year plan.

MYTH #3: I don't have enough money to study abroad. DON'T BE SO SURE! Many of the semester study abroad programs are approximately the same cost as attending Elon for the semester, and some programs are located in countries where the cost of living is lower than in the US. If cost is still a concern, you may qualify for a need-based scholarship. Students may also be eligible to apply for program-specific and national scholarships. Elon's Financial Planning officers would also be glad to meet with you about planning for the costs of study abroad.

MYTH #4: Study abroad is only for certain majors. WRONG AGAIN! There are programs that can fit any major at Elon. Furthermore, students can take courses for general studies and their minor, in addition to courses for their major, while studying abroad.

For a full list of available programs, details about each of the programs, application periods and other helpful study abroad information, please visit the Isabella Cannon International Centre website at www.elon.edu/studyabroad <http://www.elon.edu/studyabroad>. To arrange an appointment with an international programs advisor, call 336-278-6700 or stop by the Isabella Cannon International Centre in Carlton 113.

Withdrawals and Medical Leaves of Absence

A student may officially drop any class with a "W" (withdraw without penalty) through half of the term. (A "term" includes the examination period.) The withdrawal period applies to the regular semesters, classes taught for one half-semester, Winter Term and the summer sessions. This date is published annually in the official *Elon University Academic Calendar*. After that date, no class may be dropped unless the student officially withdrawals from the University at which time all courses will be dropped. Any exception to this policy is the responsibility of the appropriate academic dean's office.

If, for any reason, a student decides that he/she must leave the university on a temporary or long-term basis, he/she must confer with a member of the staff of the Office of Student Life to formalize plans. If the student wishes to return to the university, he/she must reapply for admission. A student who withdraws from the university, for any reason (except for a medical reason), receives grades of "W" if the withdrawal is before the designated half-term time period. After this time, a student will receive a "W" or "F" depending on his/her grades at the time of withdrawal. The university does not grant retroactive withdrawals.

If a student must leave campus for documented medical reasons, he/she may request a medical leave of absence and is required to submit documentation from an appropriate licensed health care provider. A medical leave of absence will be in effect for the current semester and up to one subsequent semester. If the student does not return by the established deadline, the leave of absence will automatically convert to a withdrawal. The student must reapply for admission if granted a medical leave of absence.. Students who receive a medical leave of absence will be given grades of "WD" for all courses in which they are currently enrolled. Medical leaves of absence will not be granted retroactively. Medical leaves of absence are not granted for individual classes.

The president, provost and vice president for academic affairs; vice president for business, finance and technology or vice president for student life; or persons functioning under their direct authority may carry out immediate, involuntary withdrawals concerning the conduct of a student. In extreme cases, prompt and decisive action may be required before there is an opportunity to conduct a hearing, as in cases in which a student's continued presence on campus substantially impedes the orderly functioning of the university or constitutes an immediate threat to the well-being or property of members of the university community, or the student requires more supervision than the university staff can reasonably provide. Students withdrawn involuntarily shall have a prompt hearing of charges, which form the basis for their withdrawal. In some cases, the student may be required to reside off campus and/or be given restricted access to the campus without being involuntarily withdrawn and pending the outcome of a hearing.

Students may be withdrawn and not allowed on campus when he or she has stopped attending classes or is not making a reasonable effort to achieve passing grades in several classes. Grading policies for withdrawal dates are in effect.

More information about withdrawals, medical leave of absence and readmission procedures may be found on the Student Development website at http://www.elon.edu/e-web/students/student_development/

Writing Center

Elon University's Writing Center is staffed by trained peer-consultants who are available to assist you with all of your writing questions and assignments from any discipline or major. We believe that effective writers get *real* feedback from *real* readers, so take advantage of this excellent academic resource and include a visit to our Writing Center as part of your own writing process.

In one-on-one, half-hour sessions, our consultants will work with you on any kind of writing (such as academic or research papers, personal resumes , or job applications) at any stage of the writing process (such as understanding an assignment; brainstorming, drafting, revising, and editing; developing a research question or starting your research; or writing in-text citations and bibliographies). Through our "Librarian Connection" program, we can also introduce you to a librarian if you decide, during your consultation, that you'd like additional research assistance.

The main Writing Center, located in 108 Belk Library, is open extensive hours:

M-Th	10am-10pm
Fri	10am-4pm
Sun	6pm-10pm

We also staff a satellite Writing Center in The Multicultural Center (see The Writing Center website for these hours).

All of our consultants are required to take "English 319: Writing Center Workshop" and learn about writing in different disciplines and about effective consulting. We strive to staff The Writing Center with students from different disciplines and majors, so you might also consider becoming a consultant yourself.

If you have any questions please contact Dr. Paula Rosinski , The Writing Center Director
prosinski@elon.edu
278-5842
http://www.elon.edu/writingcenter

Campus Services and Resources

Automatic Teller Machine (ATM)

An ATM machine is available in the West entrance of The Moseley Center during Moseley Center operational hours. All banking fees and regulations apply.

Bursar's Office

The Bursar's office is located in Alamance 113. Hours of operation are Monday-Friday 8 am-5 pm. Bills are posted and available for viewing anytime at https://ebill.elon.edu . Payments may be made in person, online, or mailed to PO 198959 Atlanta, GA 30384 (Lockbox). We accept check, cash, and credit cards. We do not accept VISA, and payment by MasterCard, American Express or Discover will result in a 2.75% convenience fee charged by the processor. We may also be reached by phone toll free 877-729-3566 or email at bursar@elon.edu. All students are reminded that payment of tuition and fees is your responsibility. Students not covered by registration day of each term may have their class schedules deleted.

In order for students to give their parents access and rights to view their tuition information, you must log in to the online website above and enter your parent(s) information under the "authorized users" tab. Included in the tuition fees are costs of registration, use of the library and recreational facilities, admission to home athletic events, admission to campus cultural events, student publications, post office box, regular laboratory fees and 12 to 18 semester hours of work, inclusive each semester. Room and board is also included on the tuition statement.

The tuition and fees do not include fees for special courses and special laboratory work, which depend on the course of study undertaken. Personal expenses vary with the individual student. For the student who must earn money toward his/her university expenses, a number of work opportunities are available through the Career Center and the Office of Human Resources.
Additional information may be obtained at www.elon.edu/bursar .

Campus Recreation

Campus Recreation strives to provide quality recreational experiences for the campus community in an effort to promote the wise, lifelong use of leisure opportunities. We also provide students a forum for the practical application of classroom theories, providing the opportunity to foster leadership skills while developing professional competencies.

Campus Recreation is comprised of ten programmatic areas: Aquatics, Club Sports, Event Management, Facilities, Fitness, Group Exercise, Intramurals, Marketing, Outdoors, and South Campus Facilities. Campus Recreation is the largest on-campus student employer with over 120 employees annually. Nearly 50% of Elon students participate in at least one Intramural activity or Club Sport each year. About 85% of Elon students participate in at least one Campus Recreation programmatic area annually. Facilities at the Koury Center include Jordan Gym, Beck Pool, Stewart Fitness Center, racquetball courts, and exercise studios. South Campus facilities include Harden Clubhouse, the driving range, putting green, Club Sports fields, and Intramural fields. Frances Center facilities include two Club Sports fields.

For questions, please contact Campus Recreation Koury Athletic Center Room 146, ext. 7529

Campus Shop

The Campus Shop, located in downtown Elon on Williamson Avenue in The Elon Town Center, is a university textbook and retail store that meets the academic and personal needs of all Elon students, faculty, staff and visitors. Students may purchase and rent new and used textbooks (required and recommended), trade books, school and residence hall supplies, gifts, cards and school spirit items such as clothing, hats, blankets, decals, key chains, etc.

A number of services are also provided such as the ordering of class rings, graduation regalia, textbook reservation, textbook buyback and textbook rentals.

Purchases may be made with cash, Phoenix Card/Phoenix Cash, or one of four major credit cards. For more information on product options, textbook ordering, store hours and services provided, please visit the Elon University Bookstore website.

Counseling Services

Counseling Services is located in the R.N. Ellington Health and Counseling Center. Elon University Counseling Services provides crisis intervention, and individual generalist counseling services for Elon University students in the context short term, solution-focused therapeutic modalities. Counseling Services also provides consultation and information on issues regarding student mental health issues.

For students whose conditions are not appropriate for short-term therapeutic intervention, including those that are more complex or require medical or pharmacological assistance, Counseling Services staff will work with those students to locate appropriate resources and providers in the community. Students are responsible for paying the costs incurred for services and treatment provided through outside providers.

Counseling Services provides services on an appointment-only basis, except in the event of an emergency. To schedule an appointment with Counseling Services please call (336) 278-7280, Monday-Friday, 8:00 am until 5:00 pm. Counseling Services staff are also available by appointment to provide outreach and consultation services to student groups and classes on a variety of mental health topics.

As with medical emergencies, students who are experiencing a psychological emergency should call 9-1-1, especially if there is potential danger or harm to self or others. Students experiencing a psychological crisis (that does not involve potential danger or harm to self or others) or feel they need to speak to a counselor immediately after office hours or on the weekend may contact Campus Safety and Police at (336) 278-5555 at any time day or night and ask to speak to the Counselor on Call. The student will need to provide contact information. Campus Safety and Police will relay the message to the Counselor on Call who will call the student to assess the situation and determine steps for additional support or follow-up.

Students are always welcome to call the office for information regarding services and available support. More information about Elon University Counseling Services and other mental health resources may be found at the Counseling Services web-site: http://www.elon.edu/e-web/students/counseling_services/

Campus Safety and Police

The Office of Campus Safety and Police patrols the campus every day of the year. The office also administers the university's parking program, sponsors educations programming for the campus community related to safety and security issues, provides an escort service, administers the Operation ID program in which student property can be engraved for identification purposes and is the campus lost and

found location. The office works in very close cooperation with the Campus Police Department and the staff of the Division of Student Life.

Campus Safety and Police reminds students that the best security system is one in which every member of the community is alert. This means, among other things, that students should remember to lock their residence hall doors and take their keys with them; not go anywhere alone at night; report all suspicious persons immediately to the security office, residence life staff member or one of the deans; never leave personal possessions, including books, unattended; file a room inventory with the Office of Campus Safety and Police and engrave all valuables in a conspicuous place with one's license number.

The university does not assume responsibility for personal property. Students should check any home insurance policies that they or their parents carry to see if the policies cover their belongings while they are in college. Many homeowners' policies cover belongings while at college.
Any problem involving theft should be reported immediately to the Office of Campus Safety and Police, ext. 5555 or 911.

The Office of Campus Police is under the direct supervision of the Director of Campus Safety and Police. The department operates under the administrative rules of Chapter 74G, the General Statutes of North Carolina. The North Carolina Department of Justice Criminal Justice Education and Training Standards Commission certify all campus law enforcement personnel.

The Campus Police Department is responsible for the enforcement of North Carolina laws through the North Carolina Judicial System. The department consists of full time and reserve officers. The campus is patrolled 24 hours, 7 days per week.
The Campus Police Department has a Mutual Aid Agreement in place with all Alamance County Law Enforcement Agencies.

For all emergency assistance dial 911, for non-emergency assistance, dial 278-5555.

Cultural Programs

Elon University presents a broad offering of cultural and academic programs every semester. The cultural calendar provides a month by month overview of musical and theatrical performances, guest and faculty lectures, recitals, art exhibitions, and special entertainment.

For more information, go to http://www.elon.edu/e-web/news/cultural_events/fall11/

Dining Services

Dining Services provides a wide variety of dining options for students and visitors on campus. All of the locations offer unique menus and dining experiences to accommodate your diverse needs. There are three residential dining locations: Harden, McEwen (upstairs) & Colonnades (upstairs). All Access Meal Plans give you access to all three of these locations. This includes multiple visits throughout the day for meals, snacks or even just to visit friends.

There are ten retail locations on Main Campus: 1889 Grill Room, Acorn Coffee Shop, Danieley, Downstairs McEwen, Fountain Market, Freshens Energy Zone, Java City @ KOBC, Octagon Café, Pan Geos and Varsity Sports Grill. In addition, we have Legal Grounds on the Law School campus in Greensboro.

For more information on individual locations, meal plan options and nutritional and sustainability initiatives, please visit the Elon University Dining Services website.

Entertainment DVD Loan Program

Belk Library maintains an extensive selection of feature films and television episodes in DVD format that students may borrow at no charge for one week. This program is jointly funded by SGA (Student Government Association) and Belk Library.

Employment on Campus

The University offers several options for student employment on campus. To find out about available work-study positions:

- Visit the Student Employment Web site.
- Watch for job openings advertised on ESTV.

Students should contact the person mentioned in the ad for more information about the position listing.

Student worker positions pay a minimum of $ 9.00 per hour for up to 20 hours per week.

Other job resources on campus:

Elon Dining Services

The Campus Shop - Elon's Bookstore

Campus Recreation hires student workers (such as lifeguards, aerobic instructors and fitness supervisors) during the first week of the fall and spring semesters.

Emergency Response

The university maintains an emergency system that will assist students in times of need.
If assistance is needed immediately or the situation is potentially life threatening, students should contact 911 for all emergency assistance, for non-emergency assistance, call 336-278-5555. Please be prepared to provide:

- Name
- Location
- Phone number
- Brief nature of the emergency

The dispatcher will dispatch appropriate emergency personnel and/or the Student Life Emergency Response Person.

During any crisis or time of need, seconds count. Elon has installed emergency phones at strategic points around campus. On the way to class, the office or travels around the campus become familiar with the locations of the phones. When activated, the phones contact the campus security communication center.

Blue Light Phones - The Blue Light System is a series of emergency alarm stations strategically located throughout campus to provide assistance to anyone in distress. A blue beacon shines above each alarm station. When an individual presses the alarm button, they can communicate directly with the communication officer at the Department of Campus Safety and Police.

Emergency Phones: Campus BLUE LIGHT and CALL BOX Phones can be found in the following:

Blue-Light Locations
Mooney Parking Lot (near Long Bldg.)
Whitley Parking Lot (near McEwen Communications)
Alumni Field House Parking Lot
Ingold VIP Parking Lot
Koury Field House @ Soccer Field
Oaks A
Oaks C
Oaks D
Oaks E
Oaks F
Oaks South (Near Skids)
Danieley G
Danieley K
Danieley L
Danieley O & P
Danieley Commons (Parking Lot)
Colonnades B (South Parking Lot)
East Gym (North Parking Lot)
Greek Walking Path (off Campus Dr.)
Harper Center (Sidewalk @ Greek J/K)
Harden Sports Ctr (South Parking Lot)
Johnston Hall
Lindner (South Parking Lot)
McMichael East Parking Lot
McMichael North Parking Lot
Powell House (Parking Lot)

Callbox Phones

Carlton Building Elevator
Carlton Colonnade
Koury Center Elevator #1-105-A
Koury Center Elevator #2-001B
Koury Center Panic Phone #3-145
Koury Center Panic Phone #4-145
Koury Center Panic Phone #1-R-252
Koury Center Panic Phone #7
Koury Center Panic Phone #8
Koury Center Panic Phone K-001
Koury Center Panic Phone K-001D
Koury Center Panic Phone M06
Koury Center Panic Phone #5
Belk Library Elevator
Belk Library 3rd floor SW

Belk Library 3rd floor NE
McEwen Communications Elevator
McEwen Dining Hall Elevator
Moseley Easy Stairwell Panic Phone
Moseley Northwest Stairwell Panic Phone
Moseley Elevator Phone
Powell South Stairwell Phone
Staley Hall Exterior
McMichael Elevator Phone
Center of the Arts Elevator
Mooney Elevator Phone
Cannon Pavilion at Academic Village
Honors Pavilion at Academic Village
Carolina Hall 1st floor
Sloan Hall 1st floor
Duke Stairwell
Duke Building Elevator
Mooney Colonnade
Belk NE Stairwell - Panic Phone
Belk SE Stairwell- Panic Phone
Koury Panic Phone #8
Mooney Second Floor Panic Phone
Panic Phone McMichael Stairwell
KOBC Elevator
Alamance Elevator Phone
Whitley - Courtesy Phone
Oaks D Elevator
KOBC West Stairwell
Tunnel - Panic Phone

The Office of Campus Safety and Police also provide a Security Escort Service from 7 p.m. until 7 a.m., to and from on campus locations. Student on campus can call ext. 5555.

Equal Opportunity and Statement of Non-Discrimination

Elon University does not discriminate on the basis of age, race, color, creed, sex, national or ethnic origin, disability, sexual orientation or veteran status in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs.

Students with documented disabilities may request in writing reasonable special services and accommodations. Questions should be directed to Ms. Susan E. Wise, Coordinator of Disability Services, Duke 108, 336-278-6500.

The university's Section 504 coordinator for students and the Title IX coordinator is Dean Jana Lynn Patterson, Moseley 206, 336-278-7200. The university's Section 504 coordinator for applicants and current employees is Mr. Ronald Klepcyk, 314 W. Haggard Ave., 336-278-5560.

As a collegiate community, Elon University will not support or condone behaviors that violate the integrity of any individual or group. While the university respects the right of its community to exercise free speech, behaviors will not be tolerated that may be considered harassment, destruction of property or acts of violence.

Communication of a threat or harm should be directed to police immediately by calling **911**. Incidents of harassment or discrimination may be reported to Campus Safety and Police; the Office of Student Conduct, Moseley 211; the Office of the Vice President for Student Life, Alamance 209; the Office of Violence Prevention, Moseley 233-D or the Office of Student Development, Moseley 206.

Financial Matters and Financial Aid

The university provides financial assistance for eligible students who, without such aid, would be unable to attend. Elon students who wish to apply for assistance must submit an application to the Office of Financial Planning.

Students who wish to work on campus must receive prior approval from financial planning in order to do so. For assistance with emergency financial aid situations, contact Financial Planning at ext. 7640.

Greek (Fraternity and Sorority) Life

The Office of Greek Life serves as a liaison and resource to our 23 Greek Letter social fraternities and sororities and their members. Our sororities and fraternities are values based organizations that focus on academics, friendships, service and philanthropy, leadership and self-growth. Students are eligible to join these organizations after they have completed a minimum of 12 credit hours at Elon and have a cumulative GPA that meets the standards set by our respective Greek Life Governing Councils. Fraternities and sororities are independent student organizations whose membership is a mutually selective process. For more information on joining a fraternity or sorority, students can visit the Office of Greek Life in Moseley 209, phone 336-278-7326 or visit www.elon.edu/greeklife.

Health Services

Health Services, located in the R.N. Ellington Health and Counseling Center, provides acute primary care to the university community in an ambulatory setting, incorporating both appointment and walk-in appointments.

Hours of operation:

Monday-Thursday	8:30 am to 6:00 pm
Friday	8:30 am to 4:30 pm
Saturday	11:00 am to 3:00 pm

Students may find after hours and other weekend care options on the Health Services web-site. Health Services is closed to patients during breaks (last exam to first day of class) and during the summer.

Health Services works cooperatively with other departments across the University to provide educational outreach services that address health and wellness issues. In addition, Health Services provides surveillance and communication in cooperation with local and state health authorities regarding community health issues.

For more information, please visit the website at http://www.elon.edu/e-web/students/health_services/

Intercollegiate Athletics

Elon University embraces the mission of an academic community that influences and transforms mind, body and spirit. The Elon University Intercollegiate Athletics program seeks to offer opportunities that enrich the lives of student-athletes and are consistent with and complementary to the University's mission.

Elon University is committed to offering the following:

Equitable opportunities for all student-athletes in an athletics program that reflects traditional and current interests of student-athletes.
Commitment to a code of conduct that emphasizes good sportsmanship, integrity, discipline, loyalty, strong leadership and a commitment to wellness.

A program which emphasizes and rewards academic responsibility, consistent academic progress toward graduation, and preparation for successful living.

Programs that promote physical fitness and wellness, enhance the development of psychomotor skills and prepares students to fulfill individual and team goals.

An environment where cheerleaders, musicians, faculty, staff, alumni and fans can enjoy a wholesome, entertaining and enriching athletics experience.

Positive promotion of the student-athletes, coaches, support personnel, Athletics Department, and the University through successful athletics competition.
For more information about Elon Phoenix Athletics, please visit the website at:
http://www.livethemaroonlife.com/

International Students and Scholars

The Isabella Cannon International Centre (ICIC) strives to make Elon a 'home away from home' for Elon's international community. From the time a student, faculty member or visitor considers coming to Elon all the way through to graduation or retirement, the ICIC works to ensure that the experience of international members of our community during their time at Elon is as enjoyable and enriching as possible.

The ICIC is located in the Carlton Building and can be reached at 336-278-6700. Normal hours of operation are 8am-5pm. More information can be found at www.elon.edu/international

Kernodle Center for Service Learning and Community Engagement

The Kernodle Center for Service Learning and Community Engagement, located in Moseley 233, engages students, faculty, staff and community partners in service that benefits the university and its surrounding community. The Kernodle Center houses Elon Volunteers!, a student-led program offering a range of volunteer activities; coordinates Elon's signature academic service-learning programs and courses; and sponsors alternative break service trips, among other services.

For more information, visit the website http://www.elon.edu/e-web/students/servicelearning/default.xhtml

Logos (University)

The Elon University and athletic logos are licensed trademarks of the University and should not be altered, copied, distributed or used in any way without permission of the university. Authorization of use must be obtained from the office of Auxiliary Services by calling 336.278.5584. For more information on Licensing and Trademarks, please visit the Elon University Auxiliary Services website.

Mail Services

The University Mail Services is located on the first floor of the Moseley Center. All students are assigned a mailbox. Mailbox assignments and combinations can be obtained by using your OnTrack account. Through the interoffice and mailbox service, mail may be sent free of charge to other students (name and box number required) and faculty (name and box number required).

The University Mail center is a United States Postal unit that sells stamps and offers window service such as express, global priority, registered, certified and insured mail. Phoenix Card, cash and checks are honored as payment. The Mail Center window schedule is Monday through Friday from 8:30 a.m. to 5:00 p.m. and Saturday 11:00 a.m. to 2:00 p.m. Mail is scheduled for delivery in mailboxes by approximately 11:00 a.m. Mail is dispatched to the Elon Post Office daily at 4:00 p.m.

Mail is accepted and delivered from Federal Express, DHL and UPS between 10:30 a.m. and 1:00 p.m. Notices will be placed in mailboxes at the time of delivery.
All mail should be addressed in this format:

John Doe
Campus Box
Elon, NC 27244

For more information on mailing procedures, please visit the Elon University Mail Center website.

Media Services

Media Services loans equipment to faculty, staff and students for projects, class assignments, and academic purposes. Media Services also handles CD/DVD duplication and helps facilitate large format poster production orders. Learn more at www.elon.edu/wiki [search: media services].

Phone: 336.278.6598
Location: Belk Library 101

Multicultural Center

The Multicultural Center is located in Moseley 221-B. In accordance with Elon University's mission to develop global citizens and foster respect for human differences, the Multicultural Center's mission is:

- To provide Elon students a transformative multicultural education needed to function effectively in a diverse world.
- To promote a campus environment of learning and outreach that promotes diverse ideas, backgrounds, and individuals; enables student success; and celebrates historical contributions of diverse groups.

For more information, visit our website at http://www.elon.edu/e-web/students/multicultural_resources/

Parking

Parking enforcement and regulations are administered by the Office of Campus Safety and Police located in McCoy Commons (The Oaks).

For more information, visit the Campus Safety and Police website at http://www.elon.edu/e-web/bft/safety/p_points.xhtml

Phoenix Card

The Phoenix Card is the official Elon University student ID and much more. The Phoenix Card is a convenient program that allows the entire university community to make purchases, pay fees and gain access at many locations on and off campus. The Phoenix Cash account is a debit account to which students may add funds. These funds can be used on and off campus. Students can make a deposit to their Phoenix Card (Phoenix Cash account) anytime by using one of the following methods:

Credit card deposits can be made using the www.elon.edu/phoenixcard.
Cash, check and credit card deposits are accepted in the Phoenix Card Office, Moseley 111-A, during office hours.
Cash deposits can be made at the Value Transfer Station (VTS) in Belk Library, Daniel Commons and Moseley Center.

Some of the locations on campus where students can use their Phoenix Card include: all campus dining facilities, Campus Shop, most laundry and vending machines, Ellington Health Center, Belk Library, Campus Computer Store and many more. The Phoenix Cash account is also accepted at participating off campus merchants.

Each student should carry his/her ID card (The Phoenix Card) at all times. It provides identification for athletic events, social activities, meal plans, etc. **Students may not lend their card to anyone else. Permitting another person to use a card or using someone else's card is against university policy.** Cards used improperly will be confiscated and will be returned only after a conference held with the manager of the Phoenix card services. Judicial charges may be filed. Should the student lose his/her Phoenix Card, the loss should be reported to the Phoenix Card Office (Moseley 111-A) as soon as possible. There is a $25 replacement fee to receive a new card.

Print Management

Elon has implemented a campus-wide print management system. The print management system helps save resources, reduce waste, and enable faculty, staff, and students to print from any computer on campus to any public lab printer on campus. To save additional paper, all public printers are defaulted to print duplex (prints on both sides of the paper instead of just 1 side/sheet of paper). Users can still print simplex (1 side/sheet of paper) by selecting the appropriate printer.
Learn more at www.elon.edu/wiki [search: print management].

Print Services

Print Services is proud to offer a variety of products and services to fully reproduce high quality project needs for the entire Elon community. We offer competitive rates that support the mission of the university.

Customer satisfaction is our highest priority and is reflective in our prices, number of services offered and willingness to provide exceptional quality through the latest technology and proficient staff. Some services provided include:

Black & White Digital Printing
Color Digital Printing
Variable Data/Mail Merge Printing
Color Page Inserts & Tabs
Postcards, Newsletters, Flyers
Business Cards
Photo Books
Labels
Book Binding
Booklet Maker
Folding
Cutting
Padding
Collating
Transparencies
Tickets
Rubber Stamps
Magnets and Certificates
Paper Supplies
Thesis Binding
Elon Print Services is located at 406 W. Haggard Avenue. The office hour schedule is 7:00 a.m. to 5:00 p.m. Monday through Friday. For more information on print service options and online ordering, please visit the Elon University Print Services website.

Religious and Spiritual Life

The Truitt Center, located near the Jimmy Powell Tennis Center, is a safe place for spiritual growth and interfaith exploration. Our mission is to encourage students to honor the spiritual dimension of life, be vitally connected to a faith tradition, embrace the present responsibility and the future with hope, and live the principles they value.

For more information, visit our website at http://www.elon.edu/e-web/students/religious_life/

Software Support

This program provides **students** with individual, walk-up software support with programs in the Microsoft Office, Apple iLife, and Adobe Creative Suite packages. An elite student staffs the Information Desk of Belk Library.

Student Activities

The Office of Student Activities is committed to providing quality, student-centered entertainment and educational programming to the Elon campus community. By celebrating diversity, fostering leadership development, and broadening awareness of social responsibility, the Office of Student Activities supports the University's mission by encouraging co-curricular learning that will enhance the social, physical, intellectual, and cultural development of students.

To fulfill that mission, the Office of Student Activities provides over 70 programs per semester through the work of the Student Union Board (SUB), Elonthon, Discover NC and other programs housed therein. Enjoy a late night snack at Midnight Meals every Thursday night, some live music at SUBLive every

Friday night, catch the latest movie before it's out on DVD at SUBCinema every Saturday evening. Join your friends at Phoenix Tailgating on home game Saturdays, visit a museum, the mall, or a Panthers game through Discover NC. Start a new organization that fits your interests! Dance the night away in support of Duke Children's Hospital or get a ticket to see big name acts at the SUB Spring Show! Academics are your top priority, of course, but your education at Elon goes beyond the classroom. We encourage you to get involved in campus programs and activities, which are vital to a well-rounded educational experience.

Student Development

The Office of Student Development (Moseley 206) and its associated programs, under the leadership the Assistant Vice President for Student Life/Associate Dean of Students and the Assistant Dean of Students, brings together those functions in Student Life that address student physical, emotional health/well-being and service and community engagement.

- The Elon University Student Government Association
- Student withdrawals and Medical Leaves of Absence
- Parent liaison
- Faculty liaison
- Town/Gown Relationships
- Divisional Risk Management
- Student Conduct Appeals Board Coordination
- Coordination of Divisional and University Compliance:
    - Section 504 Officer
    - Title IX
    - Drug free Schools and Communities Act
- Emergency response, Disaster Preparedness and oversight of the Campus Student Concerns and Threat Assessment Team

For more information or questions, please contact us at (336) 278-7200 or visit the Office of Student Development website at http://www.elon.edu/e-web/students/student_development/

Student Government Association (SGA)

The Student Government Association (SGA), located in Moseley 221-A is the representative body for students. The purpose of the Student Government Association is to represent the rights and opinions of the student body in a manner consistent with the mission of Elon University, to provide for appropriate student activities, and to join with the faculty and administrators of the University in building a stronger, more effective educational community.

SGA meets Thursdays at 7:30 pm in Moseley 215 when classes are in session in Fall and Spring Terms. All SGA meetings are open to students and students are encouraged to attend.

For more information, call the SGA office at (336) 278-7254 or visit the website at http://www.elon.edu/e-web/students/sga/default.xhtml

Student Media

Elon's student media groups produce a weekly student newspaper, air an FM radio station, produce content through ESTV (Elon Student Television) and publish a yearbook for campus distribution.

The Pendulum, Student Newspaper

The Pendulum is Elon's weekly, student-produced newspaper. It was founded in 1974. The publication is put out by 20 editors and 50-100 other staffers, reporters, photographers and business/advertising workers. The paper's online and traditional versions cover major sports events, internationally recognized speakers, entertainment and the campus community. Editors are paid a small stipend for their work. Pendulum staff members have many opportunities to meet with professional editors and reporters and travel to attend national media conferences sponsored by the Associated Collegiate Press, College Media Advisers and Columbia Scholastic Press. The Pendulum is located on the third floor of the Elon Town Center on Williamson Avenue.

For more information, visit The Pendulum Online (http://www.elon.edu/pendulum)

Elon Student Television

Elon Student Television was created in 1992 by student Christopher Waters. Hundreds of students work in some capacity each year in the production of programming for ESTV. The group divides its programming into three categories: entertainment, news and sports. "Phoenix14News" is Elon's live weekly newscast. Other programming includes "Win Stuff," "Road Trip" and "etc." ESTV is always looking to produce more shows and encourages students to pitch their ideas.

For more information, visit http://www.elon.edu/estv

WSOE 89.3 FM, Student Radio

Elon's student radio station celebrated its 30th anniversary in 2008. It has a number of paid positions on its executive staff. It's signal reaches as far as Greensboro, N.C., to the west and Durham, N.C., to the east and is broadcast 24 hours a day. Select staff members attend such national conferences as the annual National Association of Broadcasters meetings and College Music Journal's annual Music Marathon.

For more information, visit http://www.elon.edu/wsoe

Phi Psi Cli, Student Yearbook

Elon's yearbook was founded in 1913 and is named for the first three literary societies on campus. It traditionally carries sections covering Student Life, People, Sports, Organizations, Arts, Study Abroad and Academics. The books are distributed free to students.

For more information, visit http://www.elon.edu/yearbook

Substance Education

The Office of Substance Education, located in Harden 100, promotes academic success and healthy lifestyles through comprehensive programming aimed to prevent and reduce the negative consequences from alcohol, tobacco, and other drug use as well as other health concerns including body image and disordered eating. The office assists students, faculty, and staff in the adoption of a healthy lifestyle by providing individuals and groups with information, education and resources.

SPARKS Peer Educators are a team of responsible student leaders who provide health-related programming and serve the Elon University community as health resources, in order to enhance the well being of their peers. Topics addressed by SPARKS include, but are not limited to: self-esteem/body image, alcohol education, sexual assault, prescription drugs, and hookahs.

BASICS (Brief Alcohol Screening and Intervention for College Students) is a motivational interviewing technique in which students examine their own drinking behavior in a confidential, judgment-free environment. The goals are selected by the student and aimed at reducing risky behaviors and harmful consequences of drinking.

For more information about the Office of Substance Education, visit http://www.elon.edu/e-web/students/substance_education/

Sustainability

Elon University is committed to sustainability and to serving as a positive example through sustainable operations and education. The University is pursuing its mission to become more sustainable by focusing on three areas: reducing greenhouse gas emissions, conserving resources and educating the community. The Office of Sustainability, located in Alamance 111, is responsible for overseeing and coordinating sustainability programs and initiatives. Professional and student staff from the office are available by appointment to provide outreach services to student groups and classes on sustainability. Students are encouraged to get involved in Elon's sustainability efforts and to contribute toward a more sustainable Elon. There are a number of opportunities including, but not limited to, being a part of the sustainability peer education group (Eco-Reps), interning in the Office of Sustainability, taking classes on sustainability topics, participating in a sustainability-related student organization, attending sustainability events and taking personal sustainability actions to reduce one's impact. To learn more about these opportunities and Elon's sustainability efforts, visit the Sustainability Web site: http://www.elon.edu/sustainability or call 336-278-5229.

Recycling

Recycling is very important here at Elon! While reducing and reusing materials should come first, it is essential to recycle everything that you can. Recycling reduces the amount of waste that ends up in landfills and provides materials to be made into other products, such as carpeting, copy paper, drywall, cardboard, and insulation.

Students are an important part of Elon's recycling program and must do their part. Throughout the campus, recycling containers are located within buildings, classrooms, residence halls and at athletic events. Recycling containers are identified by shape, size and color and in many indoor locations colored lids and bags. Blue bags and lids typically identify paper recycling. Green bags and lids are used for plastic, aluminum and glass recyclables. For on campus students, each residential building has a designated recycling area. Residents are responsible for transporting their recyclables to these locations.

Glass (all types), plastic (#1 and #2) and aluminum/steel cans are co-mingled and can be thrown into the same identified container. There is no need to separate these items as this is done at the recycling facility where the materials are taken.

Permissible paper items for recycling include junk mail, cereal boxes (and similar packaging), course packs, white copy paper, colored copy paper, printer ready paper, letterhead, lined notebook paper, computer printout, green bar computer paper, envelopes (cellophane windows okay), post-it notes, carbonless (NCR) forms, manila folders, blueprints, cardstock (any color) and phone books as well as student directories.

Cardboard can be recycled on campus and should be broken down and put next to paper recycling bins indoors or in the designated outdoor trailers behind the dining halls.

Household batteries can be recycled in the following locations: Belk Library – main stairwell, McEwen Communications – Room 105, Danieley Center – Daniel Commons and Moseley Center – outside the Phoenix Card Office.

Printer cartridges can be recycled in collection bins located in or near each residential neighborhood office, the Greek Life Office, Moseley Center – outside the Phoenix Card Office and the Office of Sustainability.

If you have any questions or need further information regarding recycling at Elon, please feel free to contact the Physical Plant at 336-278-5500 or visit http://www.elon.edu/e-web/bft/sustainability/ci-recycling.xhtml.

Energy
Elon's Energy Conservation Policy indicates that every member of the campus community (students, faculty and staff) should get involved by taking actions to conserve energy and reduce energy waste. For tips on conserving energy, visit http://www.elon.edu/e-web/bft/sustainability/ta-greenTips.xhtml. Those with ideas on energy conservation or who would like to report energy waste should inform Physical Plant through the web site http://www.elon.edu/fixit/ or call 336-278-5500 or contact the Office of Sustainability via email (sustainability@elon.edu) or phone (336-278-5229).

Students can view, compare and monitor the electricity consumption of over 50 buildings on campus through the Building Dashboard. To view the consumption of many residence halls, academic buildings and other buildings, go to http://www.buildingdashboard.net/elon.

Transportation
Elon supports alternative transportation in a number of ways. The Elon BioBus system consists of six routes, and the buses run on B20 fuel. Four of the routes service local apartment complexes. One route makes stops at local shopping centers including a grocery store and movie theater. Another route, the Downtown/East Burlington Express Route, services community partner locations at which students do community service. This route not only provides students access to common community service locations reducing their need to travel in single occupancy vehicles but also connects the campus to the surrounding community in a unique and beneficial way. More information on the BioBus system is available at http://org.elon.edu/transit/biobus/.

Zipcar is a car sharing program that provides students with access to vehicles parked right on campus at the Moseley Center. Students can join Zipcar for $35/year. Once a member, reservations are made online. Low hourly and daily rates include gas, insurance, parking and 180 miles per day. You only need to be 18+ to join, those age 18-20 can use the Zipcars parked on Elon's campus. Members age 21+ also have access to Zipcars in other locations. For more information, visit http://www.elon.edu/e-web/bft/sustainability/ci-transport.xhtml#zc.

Zimride is an Elon-specific rideshare community to help you find a carpool partner to share your ride to campus, the airport, the beach or wherever you might be going. Elon Zimride is an easy to use free online system. After you sign-up, post your ride and Zimride will do the matching for you based on others in the Elon Zimride system. For more information, visit http://www.elon.edu/e-web/bft/sustainability/ci-transport.xhtml#rs.

Bicycling is also encouraged on campus. Bike racks are provided near at least one entrance of most buildings on campus. All bicycles must be registered with the Office of Safety and Policy (no fee involved). Students can also rent bikes by the semester or year from Campus Recreation. For more information, visit http://www.elon.edu/e-web/bft/sustainability/ci-transport.xhtml#gac.

Technology Resources and Help Desk

Elon University provides a wide variety of support options to Elon Students. Our support services assist you with account issues, Windows & Macintosh computer repair, software provisioning, computer purchasing, and much more. The Technology Help Desk is dedicated to resolving technical problems, and acts as a central call center for all things technology. Reach out to them at (336) 278-5200, helpdesk@elon.edu, or via live chat at http://www.elon.edu/technology/morehelp.html

For more information:

https://wiki.elon.edu/display/TECH/Technology+Help+Desk

Phone: 336.278.5200
Email: helpdesk@elon.edu
Location: 114 W. Lebanon Ave. Elon, NC, 27244

Transportation

Elon BioBus

The Elon BioBus system consists of four routes throughout the Town of Elon and the City of Burlington. Two routes provide service to apartment complexes within the Town of Elon. Two additional routes provide service to local shopping centers, a grocery store and movie theater and to community partner locations at which students do community service. All routes are free and open to the public. More information on the BioBus system is available at http://org.elon.edu/transit/biobus/.

Zipcar

Zipcar is a car sharing program that provides students with access to vehicles located on campus. Students can join Zipcar for $35/year. Once a member, reservations are made online. Low hourly and daily rates include gas, insurance, parking and 180 miles per day. You only need to be 18+ to join, those age 18-20 can use the Zipcars parked on Elon's campus. Members age 21+ also have access to Zipcars in other locations. For more information, visit http://www.elon.edu/e-web/bft/sustainability/ci-transport.xhtml.

Airport Shuttles for Students at School Breaks

Shuttle service is provided for students for a fee to Greensboro's Piedmont Triad International Airport and the Raleigh/Durham International Airport at designated school break times throughout the year. Information about fees and schedule can be found at http://www.elon.edu/e-web/students/campuscenter/shuttle.xhtml.

Thanksgiving break Charter to Washington, DC area

The Moseley Campus Center coordinates an annual round-trip charter bus to the Washington, D.C. area for students for a fee. Information about this service is located at: http://www.elon.edu/e-web/students/campuscenter/thanksgivingbus.xhtml

Violence Prevention and Sexual Assault Response

The Office of Violence Prevention (Moseley 233-D) provides comprehensive prevention, response and community awareness around issues of violence. Issues addressed include: Sexual Violence, Relationship Violence, LGBTQ issues and other related issues.

The Office of Violence Prevention also provides direct response to those affected by acts of violence (including relationship violence and sexual violence) 24 hours a day, seven days a week while classes are in session, or at other times by appointment. The Coordinator serves as a student advocate and assists the student in coordinating support and resources with of the community including health care, counseling services, academic issues, and law enforcement. Violence response services may be activated by calling Campus Safety and Police at (336) 278-5555, any time day or night.

For more information visit http://www.elon.edu/e-web/students/saa/

Residence Life and Residential Policies

Housing Options

Elon's premier residential and dining facilities support students' academic endeavors by providing for students' basic needs of safety, comfort, and ability to function within the campus community. From traditional double rooms to apartment living, Elon residence life offers a wide range of housing options. These facilities provide environments that enhance students' development of life skills and independence.

Staff in Residence Life

Director of Residence Life

The Director of Residence Life is responsible for the overall operation of the department. He/she defines and reviews policies and procedures of the department. It is the director's responsibility to provide leadership and guidance in the implementation of policies, procedures and programs in all areas of Residence Life. The Director supervises two Associate Directors of Residence Life and two Assistant Directors of Residence Life

Associate Director of Residence Life

The Associate Director of Residence Life Community Development & Education oversees all community building, residential education, and leadership development in the residence halls; providing primary and secondary supervision, training, advisement, and direction for Assistant Directors of Residence Life. The Associate Director of Residence Life Operations & Information Management oversees the assignment process for all returning and new incoming students, provides direction for departmental processes, including room changes, roommate mediation, early arrivals, off campus housing appeals, summer and break housing, and well as opening and closing.

Assistant Directors of Residence Life

The Assistant Director of Residence Life is a professional staff member's with a master's degree and is responsible for the overall administration of a residential area. The Assistant Director lives in an on-campus apartment and supervisees the area student staff (HAs, RAs, SRAs, and RACs). In addition the Assistant Director facilitate administrative room changes, conduct judicial hearings, and provide basic counseling for all residents within their community and support all students engaged in the learning process. The Assistant Director supervises one program assistant

Program Assistants

Program Assistants are responsible for the overall day-to-day job operations of a Residence Life Area Office. Their responsibilities include managing daily functions of the area office, including physical plant work requests and work order billing; judicial violation meeting and sanction notification; and training and evaluating student workers. This position provides support and assistance to the Assistant Director of Residence Life, student staff and area residents. Area Assistants are often the first contact many students have with Residence Life. The program assistant for the main office also services as a support for the Director of Residence Life, Associate Directors of Residence Life and Assistant Director of Residence Life as well as a clearinghouse for much of the departmental communication that occurs day to day.

House Managers

The Greek House Manager is responsible for all aspects of the chapter house including safety, cleanliness, and day-to-day operations. S/he is also responsible for the check-in and checkout of each resident, closing the house at any and all scheduled university breaks, and the maintenance of the facility

itself. The House Manager is also responsible for community development within the chapter facility and the Loy Center at large through the use of educational programs. Additionally, the House Manager is the official chapter contact person to the Office of Greek Life for housing related issues.

Housing Assistants

The Housing Assistant, or "HA", serves as a resource for students who live in Elon owned apartments. HA's are undergraduate students who live in the apartments and serve as a liaison between Residence Life and the students. They help with administrative tasks, serve as peer mentors, develop floor/community and address issues like apartment conflicts, and disruptive behavior. They offer residents educational and social programming to foster community within the apartments. The HA's report directly to the Assistant Director of Residence Life of their area.

Resident Assistants

The Resident Assistant, or "RA", serves as a campus and community resource for students. RA's are undergraduate students living in the residence halls who serve as peer mentors, develop floor and community, address issues like roommate/suitemate conflicts, disruptive behavior, adjustment difficulties, and help with administrative tasks. The RA's report directly to the Assistant Director of Residence Life of their area.

Faculty in Residence

The Faculty-in-Residence program (FIR) encourages and maximizes the quality and quantity of faculty-student interaction on campus and outside of the classroom by having faculty members live in apartments located within the residence halls.

Policies

Because the residence halls comprise a unique community living environment, policies that provide for the health, safety and security needs of all residents are a necessity. These policies foster a cooperative living environment and prohibit certain behaviors, which adversely affect the residence hall community. Greek houses are subject to all residential community policies. Please refer to the Elon University Housing Agreement/Apartment Leasing agreement for more information.

Alcohol Policies in Residence Halls

The responsible, private use of alcoholic beverages by persons 21 years of age and older is permitted in the residence. Students may not have more than the equivalent of 12 drinks per number of legal age residents in campus housing; one drink is a 12 ounce beer, 4 ounce glass of wine or 2 ounces of liquor. All use of alcohol is subject to restrictions of state law, University policy, and all other policies in the student handbook. The student shall not manufacture, sell, deliver, possess, use or be under the influence of a controlled substance without legal authorization. A controlled substance includes any drug, substance or immediate precursor covered under the North Carolina Controlled Substances Act, including but not limited to opiates, barbiturates, amphetamines, marijuana, hallucinogens, and prescribed controlled substances. The possession of drug paraphernalia is also prohibited. Drug paraphernalia includes all equipment, products and material of any kind that are used to facilitate, or intended or designed to facilitate, violations of the North Carolina Controlled Substances Act.

Appliances

Campus housing has varying design and construction. The University reserves the right to impose reasonable requirements with respect to the use of appliances or equipment in campus housing. Some examples of items not permitted in campus housing are listed below. However, this list is not all-inclusive. If students have questions about specific items not listed, they are directed to Residence Life for

clarification. Those items not allowed include: halogen lamps, microwave (except in Danieley Center and the Oaks housing kitchen area) or toaster ovens, hot plates, deep fat fryers, gas or charcoal grills, power tools, amplifiers (may be stored in student's rooms, but not used), ceiling fans, track lighting, mopeds, motorbikes, or motorcycles. Residents who are in violation of this policy will be charged $50 and the item will be confiscated and held until it can be removed from campus.

Break Periods and Closing

The residence halls and Loy Center houses do not close during Fall Break or the break between Winter and Spring Terms. The residence halls and Loy Center do close, however, at Thanksgiving, Spring breaks and after Fall and Spring exams. Students must make arrangements to leave their residence halls or Loy Center House before closing each break and within 24 hours of their last exam in December and May. Students should make arrangements to return after the designated opening time for each break period. **Students are not allowed to remain in the residence halls/Loy center after closing or return prior to the official opening time.**

Eligibility

To be eligible to reside in campus housing, the student must be enrolled in full-time academic course work at the start of the semester (minimum of 12 semester hours). The Associate Director of Residence Life Operations and Information Management must approve exceptions. If the student's enrollment status changes to part-time status, the University has the right, but not the obligation, to terminate the housing agreement. All first and second year students are required to live on campus. The only exceptions to the preceding requirement are for those students who are living with their parent(s), students under the age of 18, and nontraditional students and transfer students who have been out of high school one year or more. In order to be exempt, the student must obtain approval from the Associate Director of Residence Life Operations and Information Management.

Cancellations

Prior to the start of the academic year, housing in the **residence halls** can be cancelled for the following reasons: study abroad, withdrawal (medical and academic), transfer, graduation, and rising juniors and seniors who wish to move off campus. Elon University housing in the **apartments** can be cancelled for the following reasons: withdrawal (medical and academic), transfer, and graduation. To cancel any housing assignment you must come to residence life in Moseley 213 and complete a housing cancellation form. If you are cancelling for reasons of withdraw or transfer you must also complete paperwork in the office of student development, Moseley 206. Late cancellation of a housing assignment after the cancellation deadline will result in a cancellation fee. Please visit the Residence Life website for fee information. After the start of the academic year: Once the official academic year has begun all students in a residence hall or apartment spaces are in a binding legal agreement with the university for fall, winter, and spring semesters. If you are an enrolled Elon student, this contract can only be cancelled by going through the appeals process. Approval through the appeals process is not guaranteed.

Candles/Incense

Candles, halogen lamps, non-electric fuel lamps and lanterns, simmer pots, and incense may not be used or kept in campus housing. Residents who are in violation of this policy will be charged $50 and the item will be confiscated and held until it can be removed from campus.

Cooking and Grilling

The student may not use gas or charcoal grills in or about the residence, unless the grill has been installed by Elon University.

Damages

Students are responsible for loss or damage to furnishings or equipment in the residence hall room to which they are assigned. Prior to the first semester that a student lives in campus housing, a $100 security deposit will be charged on the student's bill. The student is responsible for all damage to a room

and its furnishings. The cost of repairs and replacements will be charged to all residents of the room. Residents are expected to take every precaution to assure that communal property is not abused. IN HALLS OR SECTIONS WHERE THE UNIVERSITY HAS DETERMINED THAT THERE IS UNDUE ABUSE OF UNIVERSITY PROPERTY AND THE RESPONSIBLE INDIVIDUAL (S) CANNOT BE IDENTIFIED, ALL RESIDENTS WILL BE HELD RESPONSIBLE FOR PAYING A PRORATED SHARE OF THE COST OF REPAIRING SUCH DAMAGES. The security deposit will remain in university accounts throughout a student's stay in campus housing. Upon permanently leaving campus housing, the security deposit, or balance thereof, will be refunded according to the conditions outlined in the Residence Life Housing Agreement less any indebtedness to the university.

Drugs/Controlled Substances

Illegal drugs are not permitted in any residence hall at any time.

Fire/Safety Hazards

Fire safety is everyone's responsibility. Remember to only use heavy duty UL approved extension cords. In addition, live holiday trees, candles, halogen lamps, non-electric fuel lamps and lanterns, simmer pots, and incense may not be used or kept in campus housing. Residents who are in violation of this policy will be charged $50 and the item will be confiscated and held until it can be removed from campus housing.

Furniture

All residence hall rooms and apartments are furnished with single or double beds, long/institutional mattresses, desks, chairs, closets/wardrobes, dressers and blinds. The exception is chairs in the Danieley Area. The student may make no alterations to the residence or furnishings. Students may not place their mattress on the floor for sleeping or bring water filled furniture into the campus housing. All furnishings must remain in the assigned campus housing unless otherwise agreed to by Residence Life.

Guests and Visitation Policies

The university visitation policy applies to all students and guests and rests on the basic principle of consideration for roommates and other residents of your floor, suite/flat or apartment or Loy Center houses. A guest is defined as anyone who is present at the invitation of a student or anyone who is received or accompanied by a student on university owned or leased property.

In order to ensure the safety and comfort of all residents, students may not leave guests unattended in their residence hall, apartment, or common area at any time. Students must escort their guests at all times, including trips to the bathroom in halls with community single sex bathrooms.

Students are responsible for educating their guest(s) regarding university policies and are accountable for the behavior and actions of their guest(s). Students will be charged with violating the Visitation Policy and all other policies their guest(s) violate, as if the student(s) violated the policies themselves. Non-student guests are also subject to criminal prosecution for violation of campus policies and state and federal laws. Students are responsible for all guest activities and incidents occurring on university owned or leased property. Guests with repeat or serious violations of campus policies may be permanently trespassed from campus and may be subject to criminal prosecution.

Same-sex Guests

Students may have same-sex non-romantic overnight guests (friends or family from out of town or Elon students) no more than three days/nights per week, not more than four nights within any 30 day period, and with prior approval of roommate(s).

Same-sex guests not staying overnight will follow the visitation hours below.

Opposite-sex Guests

Guests/students of the opposite sex may not stay overnight in the residence halls. Students may have visitors of the opposite sex during the visitation hours below:

Sunday - Thursday: 10 a.m. until 12:30 a.m. **Friday - Saturday: 10 a.m. until 2:00 a.m.**

Students living in Elon University apartments may have 24-hour visitation seven days a week, yet not more than four nights within any 30 day period, and with prior roommate approval.

Suite and flat lounges/living rooms and Pavilion floor lounges are open during visitation hours only. West Commons, Harden Dining, and International and Honors Pavilion classrooms and foyer are open to residents and their guests 24 hours a day when school is in session. Danieley Center Commons is open to residents and their guests from 8 a.m. - 2 a.m. Loy Center great rooms are open to organization members and their guests 24 hours a day when school is in session.

Honor Code Expectations

All students and guests are expected to abide by the Elon University Honor Code. Students and guests are expected to be familiar with residential community polices, University polices and the Elon University Honor Code. Violations of University policies and the Honor Code will be referred to the Office of Student Conduct for adjudication.

Housing Deposits

In order to participate in housing selection students must pay the bursar's office a $200 housing reservation fee. No receipt is needed and this amount is deducted from the fall bill.

Keys/Locks

Keys assigned to the student are the property of the University and must be returned at the expiration or termination of the housing agreement. The student shall not duplicate or give his/her assigned keys to anyone else or take possession of the keys of any other student. The student shall pay a fee to replace his/her keys and change locks to the residence if the student fails to return his/her keys at the expiration or termination of the housing agreement. The student shall not install his/her own locking devices on any doors to or in the residence. The student agrees to immediately report the loss of his/her assigned keys to the University and to pay the charges for replacement keys and changing the locks. Those violating this policy or possessing keys other than the one(s) assigned are in violation of the housing agreement and subject to judicial action.

Laundry

Laundry facilities are in each residential area and take quarters or Phoenix Cash.

Maintenance Concerns

Students may notify their area office or place a work order online if they have maintenance concerns.

Meal Plan Requirements

Students may visit the Bursar's website for meal plan requirements: http://www.elon.edu/e-web/bft/bursar/tuition.xhtml

Noise and Disruptive Behavior

Twenty-four hour courtesy hours, and specified quiet hours are designed to promote an environment conducive to study. Quiet hours are 10:00 p.m. to 10:00 a.m. Sunday – Thursday, and 12:00 a.m. to 10:00 a.m. Friday – Saturday. Strict quiet hours will be in effect in all campus housing 24-hours each day from the last day of classes through the end of finals.

Personal Property

The university shall assume no responsibility, and the student or other party to the housing agreement shall indemnify and hold harmless Elon University and its agents and employees, for any and all claims

arising from personal injury or for the loss, damage or theft of personal property belonging to or in the custody of the student(s) for any cause whatsoever, whether such losses occur in student rooms, public areas or elsewhere in or around the residence halls, theme houses or Greek houses. The student is encouraged to carry insurance for protection against such losses.

Refunds

If a student cancels their housing assignment, they may be eligible for a refund of their housing reservation fee. Please visit here for more information.

Renting/Subleasing

Student shall pay room and board charges for the academic year specified above according to the University payment schedule. Student may not sublet or rent his/her room and may not permit another person to share his/her room assignment.

Right to Enter

The University reserves the right to enter student rooms, or grant permission to its authorized agent to enter student rooms, for the following reasons: to respond to an emergency, to make needed repairs, to perform routine maintenance, to conduct health and safety inspections and as necessary to maintain University rules and regulations. Residence life staff will conduct inspections for health and safety conditions and property inventory periodically. In addition, residence halls will be inspected during break closings of campus housing.

Room and Roommate Assignments

Housing selection for returning students is done in March for the following fall. Students sign up in groups and choose their building. Room assignments for incoming students are posted in late June/early July. For first-year students, roommate requests must be mutual in order to be paired together.

Room Changes

Room or residential changes may occur two weeks after each term has begun, on a space available basis. Unless there are extenuating circumstances, changes should not be made prior to this time. All persons involved in a room change must be aware of the circumstances and understand the steps. If you are having difficulties in your current room, contact a residence life staff member. Roommates are expected to try to resolve conflicts, but where a resolution cannot be found a room change will be considered. Please be aware that there are usually limited spaces open on campus. For apartment residents only: If you remain an enrolled student and wish to cancel your lease (for your current space) and move to a new space, you, the resident, will have to find another tenant (meeting certain criteria) to fill the spot or you will be obligated to pay for the space until filled.

Room Condition Report

Upon checking into a residence hall room, students must read and sign a room condition form (RCF). This form allows residence life to know if any repairs need to be done. It is important that each student inform their RA at move-in if other damages exist to avoid charges.

Room Consolidation

In rare instances, it may be necessary for Residence Life to consolidate spaces and change student assignments. Roommate choices will not be changed and students will receive comparable housing.

Safety and Security

The University has adopted policies that are designed for the safety and security of those living in campus housing. Students are required to carry their Phoenix ID card at all times and to present it to University officials upon request. Residents who enter or leave by locked security doors are responsible for leaving the door in a locked position. When the University is in session, students may enter and leave their campus housing at will. Students are expected to keep their residence locked at all times. Those buildings that have common hallways are equipped with card readers. FOR YOUR SAFETY, DO NOT GIVE YOUR PHOENIX CARD TO ANYONE ELSE. Violation of this policy will result in judicial charges.

Smoking

Smoking any substance is not permitted in any campus housing.

Trash/Housekeeping

Trash and recycling areas are provided in each residence hall. Residents are responsible for separating trash and recyclables in these areas and disposing of waste in proper areas.

Unauthorized Areas

Students are expected to exercise care and respect for university property. Theft, vandalism and unauthorized entry into a restricted, locked or closed residence hall space not specifically assigned to the student is prohibited. Students are also subject to local, state and federal laws.

Weapons and Firearms

The possession or use, whether openly or concealed, of any weapon or ammunition, including, but not limited to: guns, rifles, pistols, bullets, explosives, BB guns, paint pellet guns, bow and arrows, sling shots, bowie knives, daggers, switch-blade knives, metallic knuckles, throwing stars, knives of more than six inches when opened and any other weapon of any kind is strictly prohibited while in campus housing.

Honor System and Student Conduct

The Elon University Honor System expects that individuals will act in a manner that is respectful of the rights and privileges of others. Every member of Elon University has the right to live and learn in an atmosphere of respect and support.

Responsibility for maintaining the honor of the community rests with each individual member. Only if every member assumes responsibility for personal and group integrity and civility will the community best meet the developmental needs of its members. Each person must examine, evaluate and regulate his/her own behavior to be consistent with the expectations of the Elon community.

Honor Code and Pledge
Reporting Suspected Violations
    Form to Report Academic Policy Violations
    Form to Report Social Policy Violations
Honor Code Violations
Student Conduct Process
Student Rights
Sanctions/Parent Notification
Student Conduct Records
Appeal Procedures
Office of Student Conduct

Elon Honor Code, Pledge, and Policies

Introduction to Elon's Honor Code

Elon University recognizes and affirms the importance of character development and personal responsibility as essential elements of an Elon education. Students are expected to uphold the four values listed below for themselves and others in their decisions and day-to-day interactions. Conduct affirming these four values should be followed in all settings, including in and out of the classroom, on- and off-campus, and in all domestic and international sites during study abroad or course-related study experiences. Upon graduation, students are expected to have demonstrated their commitment to academic excellence and honor.

Elon's Honor Code (A description of the Elon University community values)

Every member of Elon University has the right to live and learn in an atmosphere of trust and support. Responsibility for maintaining these values in our community rests with each individual member. Values that promote this atmosphere include:

HONESTY: Be truthful in your academic work and in your relationships.

INTEGRITY: Be trustworthy, fair and ethical.

RESPONSIBILITY: Be accountable for your actions and your learning.

RESPECT: Be civil. Value the dignity of each person. Honor the physical and intellectual property of others.

Elon's Honor Pledge

"On my honor, I will uphold the values of Elon University: honesty, integrity, responsibility, and respect."

The Honor Pledge is an abbreviated form of the Honor Code. Students sign the Honor Pledge when they join the Elon community to publicly affirm their intent to behave according to the values of the Elon community. They also sign this pledge on papers, tests, assignments and other documents when requested. The honor pledge is printed on signs in classrooms and residence halls throughout campus.

Scope of the Honor Code

Elon's honor code applies to both individual student and organizational behavior:

- occurring from the time of admission until the actual awarding of a degree. (It applies to behavior that occurs before classes begin or after classes end, as well as during periods between terms of enrollment unless a student has completed the process of withdrawal from the university.)
- in the classroom and at all locations and events on Elon University owned or leased property.
- in locations and at events not occurring on campus, including those involving non-campus individuals and organizations.
- in locations abroad, including involvement with all individuals and organizations, and
- in situations involving technology as a means of recording or communication.

The Assistant Dean of Students shall decide whether charges related community standard violations shall be applied to conduct occurring off campus, on a case by case basis. Violations of community standards may be subject to civil or criminal prosecution under local, state and federal law.

To clarify the types of violations, Elon has grouped them into policies that cover social situations and policies that cover academic situations. These two policies may overlap, with one or more types of violations being reported from a single incident, when appropriate.

Academic Policies support honest exploration and thoughtful contemplation of all ideas in an environment of honesty and trust. As such, students are to refrain from lying, cheating, stealing or violating another's property, plagiarism, or facilitation of another's academic violation. To be clear about what academic behavior is unacceptable, Elon has listed areas of the policy that clarify components of academic responsibility. Violations of academic policy may result in the lowering of a course grade or assigning a failing grade for the course (including an Honor Code F). Multiple or egregious violations of Academic Policies may result in Disciplinary Suspension or Permanent Separation from Elon University.

Social Policies support the shared values and communal expectations that promote the development of the individual and the community. To be clear about what social behavior is unacceptable, Elon has listed areas of the policy that clarify components of social responsibility. Each area of potential violation is defined and typical sanctions are listed. In cases where more than one violation has occurred as a result of an incident, sanctions will likely increase in severity. Multiple or egregious violations of Social Policies may result in Disciplinary Suspension or Permanent Separation from Elon University.

Reporting Suspected Violations of the Honor Code

As a living learning community, the Honor Code – a commitment to living with honesty, integrity, responsibility, and respect – helps guide standards for behavior. Maintaining a vibrant learning environment that supports all members of our community requires students to make ethical decisions while taking personal and social responsibility for their actions. When a student's behavior is not consistent with our community standards, the University will respond and hold a student accountable for violating the Honor Code.

Because proceedings for possible violations are to be conducted expeditiously, prompt reporting (within two weeks of the incident) is encouraged. The length of time between the incident and when it is reported is a consideration in whether the University will pursue charges. Reports received 6 months or more after an incident will normally not be considered for adjudication except in the case of sexual misconduct. Students will not be penalized or discriminated against in any way for reporting incidents, but any student who knowingly files a false or malicious complaint may be charged with Fraud/Lying. Student conduct proceedings will be fair and as expeditious as possible.

Academic Policies

Elon faculty members who suspect a student or students of violating academic policies will schedule an appointment with the students/s (either individually or as a group, to be determined by the professor). Elon students who witness an academic violation are expected to report the violation to the faculty member, along with any information to substantiate their charge.

During the initial meeting with the student, the professor will explain the basis of the academic policy charge and share any supporting information. The purpose of this meeting is to make sure the student understands the professor's charges, the student's rights and responsibilities in the process, and the possible consequences of responsibility. It is not for the student to challenge the charges or attempt to negotiate sanctions. The student will sign a form indicating that he/she will or will not take responsibility for the offense. If he/she does not accept responsibility, the case is forwarded to the Honor Board for a hearing.

The form and instructions for reporting an academic policy violation can be found **here**.

Social Policies

Any member of the Elon University community can report a violation of campus policies by filing an Elon University Incident Report with the Office of Student Conduct, Moseley Center 211. The incident will be investigated, and if disciplinary charges are warranted, it will be referred to the appropriate administrative hearing officer or honor board.

The form and instructions for reporting a social policy violation can be found **here**.

Honor Code Violations

Academic Policies include the following:

- Cheating
- Facilitating Academic Dishonesty
- Lying/Fraud
- Plagiarism
- Stealing/Vandalism of Academic or Intellectual Property
- Technology Policies

Social Policies include the following areas:

Drugs and Alcohol:

- Alcohol Policy
- Behavior that Endangers the Health/Safety of Self or Others (substance-related)
- Drug Policy

Respect for Others:

- Bullying
- Discrimination

- Disorderly Conduct
- Fighting and/or Physical Acts of Aggression
- Harassment
- Hazing
- Stalking /Invasion of Privacy

Sexual Misconduct and Relationship Violence:

- Morals and Decency Offenses
- Sexual Harassment
- Non-Consensual Sexual Acts

Respect for Property:

- Destruction or Defacing of Property
- Gambling
- Misuse of University Property
- Possession of Lost or Stolen Property
- Stealing

Safety and Respect for Community:

- Behavior that Endangers the Health/Safety of Self or Others
- Failure to Comply with the Directive of a University Official
- Fire-setting and Arson
- Fraud/Lying
- Guests and Visitation
- Host Responsibility
- Misuse of University Property
- Unauthorized entrance or occupancy of a residence hall
- Off-Campus Parties
- Possession/Use of Firearms or Weapons
- Possession/Use of Fireworks
- Swimming, Wading or Skating in Restricted Areas
- Tampering with Fire- and/or Life-Safety Equipment

Technology:

- Cyber Communities and Online Social Networks
- Email
- Video Taping, Audio Taping and Photography without Consent
- World Wide Web

ALCOHOLIC BEVERAGES AND POLICIES (2011.1)

Elon University Alcohol Position Statement

Elon University is committed to the intellectual and personal development of students. Alcohol misuse inhibits students' development and is negatively correlated with academic success and personal safety. The vitality of the academic community relies on each member taking personal responsibility for his or her actions regarding alcohol use and safeguarding the well-being of others.

- The University welcomes and supports the decision of students not to drink.
- Elon emphasizes education about risks, choices and personal responsibility regarding the use of alcohol. Students are expected to make conscious choices that do not diminish the academic or social success, or personal safety, of themselves or others.
- The University observes laws regarding alcohol use, particularly those that address underage drinking, and holds students accountable for their choices.
- Students whose drinking creates a risk of danger to the health and safety of themselves or others are subject to suspension and/or loss of other University privileges.

Alcoholic beverages may be possessed and/or consumed **only by individuals 21 years of age or older** in their residence or an approved location. Alcohol may be consumed at the Elon Lodge or other specifically sanctioned locations during authorized events with prior approval from the director of Greek life or director of the Moseley Center.

Innocent By-Stander

Elon understands and supports students being social and wanting to spend time with each other. This may lead to situations where underage students are in the presence of alcohol possession and/or use that violates university policy. In order to hold the responsible students accountable, while supporting those who are not violating policies, the **Innocent By-Stander rule** may be enacted **at the time** alcohol policy violations are identified. Students in the presence of alcohol policy violations will not be charged with an alcohol policy violation if either of the following is **included in the Incident Report**:

(a) there is no physical indication the student has been drinking (slurred speech, odor of alcohol, bloodshot eyes, etc.), **and** a reasonable number of students take responsibility and attest the student is not in violation, or

(b) the student requests and passes an "Alco-Sensor" test at the time of the incident.

Community standards regarding alcohol use include the following:

2011.1.1 Possession and/or Consumption of Alcoholic Beverages by Students Under 21 Years of Age

Definition - possession and/or consumption of alcoholic beverages by any student on or off-campus or returning to campus after consuming by a student less than 21 years of age. (At this level there are not visible signs of intoxication.) Note: Possession of empty beverage containers or packaging may be considered evidence of possession or consumption of alcohol.

Sanctions

First Offense - normally, not less than alcohol confiscated and disposed of and official reprimand; $50 fine, and Alcohol Education Program or Project. (Fine doubles if not paid within 5 days.) [Note: If there are no additional Code of Conduct violations during the following calendar year, the reprimand is removed from the student's record.]

Second Offense - normally, not less than alcohol confiscated and disposed of and official warning; $150 fine, 10campus restitution hours, Alcohol Education Program or Project, Substance Abuse Assessment and compliance with recommendations, and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)

Third Offense - normally, not less than alcohol confiscated and disposed of and disciplinary probation; $300 fine, 20 campus restitution hours, Substance Abuse Assessment and compliance with recommendations, and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Fourth Offense - normally, preliminary suspension or disciplinary suspension; $300 fine, Substance Abuse Assessment and compliance with recommendations, and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)

2011.1.2 Being Under the Influence of Alcoholic Beverages

Definition - a person who, having consumed alcoholic beverages, exhibits signs of intoxication and/or experiences any loss of the normal use of his/her mental and/or physical faculties. Examples include but are not limited to: slurred speech, vomiting, stumbling or needing assistance walking, loss of motor coordination, aggression, brief loss of memory, or abusive behavior.

Sanctions
First Offense - normally, not less than alcohol confiscated and disposed of and disciplinary probation; $150 fine, 15 campus restitution hours, Alcohol Education Program or Project, Substance Abuse Assessment and compliance with recommendations, and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Second Offense - normally, not less than alcohol confiscated and disposed of and preliminary suspension or disciplinary suspension; $300 fine, 30 campus restitution hours, Substance Abuse Assessment and compliance with recommendations, and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Third Offense - normally, disciplinary suspension for one year.

2011.1.3 Extreme Intoxication

Definition - *a person who, having consumed alcoholic beverages, exhibits signs of significant and/or dangerous intoxication. Examples include but are not limited to:* blacked out, loss of consciousness or limited responsiveness, no withdrawal from painful stimuli, loss of bladder/bowel functions, excessive vomiting, or severe physical depression (slow or shallow breathing, pale or blue-tinged skin, or reduced heart rate).

Sanctions
First Offense - normally, not less than preliminary suspension with possible disciplinary suspension for one year; $150 to $300 fine, 15 campus restitution hours and restitution, educational program or project, Substance Abuse Assessment and compliance with recommendations.
Second Offense - normally, not less than disciplinary suspension with possible permanent separation; $200 to $400 fine, 25 campus restitution hours and restitution, educational program or project, Substance Abuse Assessment and compliance with recommendations.
Third Offense - normally, not less than permanent separation.

2011.1.4 Rapid Consumption of Alcohol or Actions that May **Endanger the Well-being of Self or Others**

Definition - any form of rapid consumption of alcohol or participation in drinking games which may create a risk of danger to self, others or the university community. Examples include but are not limited to: bongs, shots, keg stands, beer pong, flip cup, etc.

Sanctions
First Offense - normally, not less than disciplinary probation with possible disciplinary suspension for one year; $150 to $300 fine, 15 campus restitution hours and restitution, educational program or project, Substance Abuse Assessment and completion of recommendations, and parent/guardian notification letter.
Second Offense - normally, not less than disciplinary suspension with possible permanent separation; $200 to $400 fine, 25 campus restitution hours and restitution, educational program or

project, Substance Abuse Assessment and completion of recommendations, and parent/guardian notification letter.
Third Offense - normally, not less than permanent separation.

2011.1.5 Public Consumption and/or Possession of Alcohol
Definition - possession or consumption of alcoholic beverages is allowed by students who are 21 years of age or older only in their residence or an approved location. Alcohol is not allowed in non-residential buildings or outdoors, except for events where alcohol use has been formally approved.

Sanctions
First Offense - normally, not less than alcohol confiscated and disposed of and official reprimand; $50 fine, and Alcohol Education Program or Project. (Fine doubles if not paid within 5 days.)
Second Offense - normally, not less than alcohol confiscated and disposed of and official warning; $150 fine, 20 campus restitution hours, Alcohol Education Program or Project, Substance Abuse Assessment and compliance with recommendations, and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Third Offense - normally, not less than alcohol confiscated and disposed of and disciplinary probation or preliminary suspension; $200 fine, 30 campus restitution hours, Substance Abuse Assessment and compliance with recommendations, and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Fourth Offense - normally, disciplinary suspension for one year.

2011.1.6 Provision and/or Distribution of Alcohol to Students Under 21 Years of Age
Definition - By an individual - any person purchasing, providing or distributing alcohol to any individual below the age of 21 years.
Definition - By an organization - any organization that purchases, provides or distributes alcohol to any individual below the age of 21 years.

Sanctions- for an individual:
First Offense - normally, not less than disciplinary probation or preliminary suspension with possible permanent separation; $200 fine, 25 campus restitution hours, Alcohol Education Program or Project, and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Second Offense - normally, not less than disciplinary suspension for one year with possible permanent separation and $300 fine; Substance Abuse Assessment and compliance with recommendations. If student is suspended, results and documentation of compliance with recommendations must be forwarded to Elon for consideration for re-admittance. (Fine doubles if not paid within 5 days.)

Sanctions - By an organization (within a four-year period):
First Offense - normally, not less than alcohol confiscated and disposed, loss of specific social privileges for up to one academic year, $200 fine, 20 restitution hours per member present at event, and Education Program or Project with possible loss of university housing and/or recognition for one year. (Fine doubles if not paid within 5 days.)
Second Offense - normally, not less than loss of university housing and/or recognition for one year with possible permanent loss of university recognition.

2011.1.7 Sponsorship of an Activity Involving the Unauthorized use of Alcoholic Beverages by Individuals, Residential communities, or University-Recognized Organizations
Definition - sponsorship of any activity or event involving the use of alcoholic beverages without specific university approval to do so, said sponsorship being carried out by a residence hall floor/suite/apartment, or organizations.

Sanctions - for individuals:

First Offense - normally, not less than alcohol confiscated and disposed, disciplinary probation with possible disciplinary suspension; $200 fine, 40 campus restitution hours, and Alcohol Education Program or Project. (Fine doubles if not paid within 5 days.)
Second Offense - normally, not less than preliminary suspension with possible disciplinary suspension; $300 fine; Substance Abuse Assessment and compliance with recommendations. If student is suspended, results and documentation of compliance with recommendations must be forwarded to Elon for consideration for re-admittance. (Fine doubles if not paid within 5 days.)

Sanctions - for residential areas or Organizations (within a four-year period):
First Offense - normally, not less than alcohol confiscated and disposed of, loss of specific social privileges, $200 fine, campus restitution hours and probationary status, with possible suspension of social privileges and/or university recognition for one academic year. (Fine doubles if not paid within 5 days.)
Second Offense - normally, not less than loss of university housing and/or recognition for one year with possible permanent loss of university recognition.

2011.1.8 Possession of a Keg, Common Alcohol Beverage Container or Excessive Amounts of Alcohol on University-Owned Property or by a Student Organization on or off the Campus
Definition - possession and/or consumption of a keg or any common container containing alcohol or any alcohol beverage container of more than 32 fluid ounces, including party balls, pony kegs and other bulk containers. This includes kegs and multi-serving containers that are empty. Students may not have more than the equivalent of 12 drinks per number of legal age residents in campus housing; one drink is a 12 ounce beer, 4 ounce glass of wine or 2 ounces of liquor.
NOTE: As with all other alcohol violations, kegs and multi-serving containers that are confiscated will not be returned to the student and all claims to deposit refunds are forfeited.

Sanctions - for individuals:
First Offense - normally, not less than container confiscated and disposed of; disciplinary probation with possible disciplinary suspension; $200 fine, 40 campus restitution hours, Alcohol Education Program or Project. (Fine doubles if not paid within 5 days.)
Second Offense - normally, not less than preliminary suspension with possible disciplinary suspension for one year; $300 fine; Substance Abuse Assessment and compliance with recommendations. If student is suspended, results and documentation of compliance with recommendations must be forwarded to Elon for consideration for re-admittance. (Fine doubles if not paid within 5 days.)

Sanctions - for residential areas or Organizations (within a four-year period):
First Offense - normally, not less than alcohol confiscated and disposed of, loss of specific social privileges, $200 fine, campus restitution hours and probationary status for up to one academic year, with possible suspension of social privileges and/or university recognition for one academic year. (Fine doubles if not paid within 5 days.)
Second Offense - normally, not less than loss of university housing and/or recognition for one year with permanent loss of university recognition.

2011.1.9 Alcohol-related vehicular violations
Definition - *any operation of a motor vehicle during or following consumption of alcohol that creates a risk of danger to self, others or the university community.*

Sanctions
First Offense - normally, not less than preliminary suspension with possible disciplinary suspension for one year; $150 to $300 fine, 15 campus restitution hours and restitution, educational program or project, Substance Abuse Assessment and compliance with recommendations.
Second Offense - normally, not less than disciplinary suspension for one year with possible permanent separation; $200 to $400 fine, 25 campus restitution hours and restitution, educational program or project, Substance Abuse Assessment and compliance with recommendations.
Third Offense - normally, not less than permanent separation.

Additional safety-related policies associated with alcohol abuse:

Good Samaritan Policy

Elon embraces students helping each other and enacts this **Good Samaritan rule** where one student seeks appropriate care for another. If a student is with another student "in danger" or "of concern" and calls for medical aid s/he will not be held accountable for violating the university alcohol policy. The university's main concern is getting the proper care for the student in need. Students should call for help and NOT drive anyone in need of medical attention. Most students are not trained to care for the student should s/he become ill or disruptive which could impact one's ability to drive safely. Students with or observing a student "in danger" are expected to seek medical attention. If a student is with another student who has had too much to drink and does not call for assistance s/he will be held accountable with strict sanctions for "Behavior that Endangers the Health or Safety of Self and/or Others."

Medical Safety Policy

When an individual receives emergency medical attention related to his or her consumption of alcohol, he/she will be required to immediately complete a substance abuse assessment within a reasonable amount of time as determined by the Office of Student Conduct (typically 24-72 hours) and participate in any recommended treatment.

As a part of the conduct process, and provided that the student did not commit any other egregious honor code violations, the student will not be subject to disciplinary suspension as a result of the alcohol violation but will receive other consequences. (These consequences typically include being assigned preliminary suspension, our highest level of probation which carries with it the loss of study abroad and leadership privileges for one year from the date of the incident.)

Failure to complete the elements of the **Medical Safety Policy** will limit the student's continued eligibility. If there is a subsequent hospitalization, the University will review the incident on a case-by-case basis and reserves the right to handle each situation as deemed necessary.

General Policies:

***2011.2* Behavior that Endangers the Health & Safety of Self and/or Others**

Definition - any behavior which creates a risk of danger to self, others or the university community. Behaviors include but are not limited to propping doors to residence halls; not calling for medical assistance when a fellow student is at risk due to alcohol or drugs; throwing objects from windows or balconies; water balloon fights; disclosure and/or use of residence hall/Greek house combinations or door access cards by an individual other than a resident of the community; failure to evacuate a building during a fire alarm; and being on the roof of any buildings.

Sanctions

First Offense - normally, not less than disciplinary probation with possible disciplinary suspension for one year; $150 to $300 fine, 15 campus restitution hours and restitution and educational program or project.

Second Offense - normally, not less than disciplinary suspension with possible permanent separation; $200 to $400 fine, 25 campus restitution hours and restitution and educational program or project.

Third Offense - normally, not less than permanent separation.

2011.3 Bullying

Definition *- Any on-going behavior directed at or about a student which is degrading, humiliating, malicious or defamatory. Behaviors may occur in person, in print, via electronic means or through social networking (cyber-bullying). Examples include, but are not limited to: ongoing pranks or ridicule directed against an individual, graffiti, posting insults against a student in a public setting or on any website.*

Sanctions
First Offense - normally, not less than disciplinary probation with possible disciplinary suspension for one year, educational program or project; counseling assessment and compliance with recommendations
Second Offense - normally, not less than disciplinary suspension for one semester with possible permanent separation; educational program or project; counseling assessment and compliance with recommendations.

2011.4 Cheating
Definition - The possession, receipt, use or solicitation of unauthorized materials, information, notes, study aids or other devices in any academic exercise. This definition includes unauthorized communication of information before, during and after an academic exercise.

Scope - all encompassing. Examples: This includes, but is not limited to, the following:

a. Copying from another student's paper or test or receiving any unauthorized assistance on any assignment or exam.
b. Possessing, buying, selling, removing, receiving or using at any time or in any manner not previously authorized by the instructor a partial or complete copy of any exam or other materials intended to be used as an instrument of evaluation in advance of their administration.
c. Using any material or equipment not authorized by the instructor during a test or other academic evaluation.
d. Attempting to influence or change an academic evaluation, grade or record by deceit or unfair means, such as (1) damaging the work of another student to gain an unfair advantage (2) marking or submitting an exam or other assignment in an attempt to deceive the grading system.
e. Submitting, without prior permission, the same academic work which has been submitted in identical or similar form in another class in fulfillment of any other academic requirement at the university.
f. Permitting another person to substitute for one's self for any type of academic evaluation.
g. Gaining an unfair advantage on any assignment by destroying, hiding or unauthorized removal of materials intended for the use of all (library resources, etc.).
h. Collaborating with other students on projects, processes and/or papers where such collaboration has been forbidden by the instructor.

Sanctions
Course related response - sanctions related to the course in which the violation occurred, including the course grade with an optional "honor code F", will be assigned by the professor.
Institutional response - Academic Censure with notification letter to parents/guardians; sanctions resulting from egregious or multiple honor code violations will be determined by the Assistant Vice President of Academic Affairs. These sanctions may include preliminary suspension, disciplinary suspension or permanent separation from the university.

2011.5 ***Destruction or Defacing of Property***
Definition
Against an Individual - destruction of and/or damage to an individual's personal property.
Against the University - destruction, damage or defacement of university property including, but not limited to, walking on roofs of university buildings, being on balconies; defacing structures, equipment and facilities; parking/driving on grass and sidewalks; grinding or rail sliding with skates or skateboards; littering; and removing window screens.

Sanctions
Against an individual - normally, not less than disciplinary probation or more than disciplinary suspension; 15 campus restitution hours, restitution and replacement of property, and housing relocation or loss of housing.
Against the University - normally, not less than disciplinary probation and possible disciplinary suspension; loss of campus housing and restitution.

2011.6 Discrimination
Definition - *conduct which is discriminatory on the* basis of race, color, gender, national or ethnic origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression. Note: This policy will be equally applied to behaviors based on an individual's actual or perceived identity.

Sanctions
Individuals - normally, not less than disciplinary probation with possible permanent separation; educational program or project, and campus restitution hours.
Organizations - normally, not less than loss of campus housing and suspension of official university recognition for one academic year with possible permanent removal of official university recognition.

2011.7 **Disorderly Conduct**
Definition - conduct which is disruptive of the rights of others. Offenses that occur in the classroom may result in temporary or permanent suspension from the class, pending the outcome of a hearing. Examples include but are not limited to: intentionally preventing others from listening or presenting their ideas in class; use of cell phones in classrooms or during campus events; excessive noise; public urination or defecation; horseplay, practical jokes, hiding from university officials, hall sports and general annoyances.

Sanctions
First Offense - normally, not less than official warning hours and possible disciplinary suspension; 15 campus restitution hours, educational program or project. Temporary or permanent suspension from a class may result when the offense occurs in a class or is class-related.
Second Offense - normally, not less than disciplinary probation and possible disciplinary suspension; educational program or project, 25 campus restitution hours. Temporary or permanent suspension from the class may result when the offense occurs in the class or is class-related.

DRUG POLICIES (***2011.8***)

Elon University is committed to the intellectual and personal development of students. Substance misuse inhibits students' development and is negatively correlated with academic success and personal safety. Sale or distribution of illegal or controlled substances or for uses not as intended creates a significant danger for the Elon University community.

Elon University observes and strictly enforces all local, state and federal laws related to possession, use, sale or distribution of controlled or illegal substances. Individuals who are involved in any drug-related violation are subject to criminal action, as the university may report these individuals to the legal authorities. Students convicted of any offense involving the possession or sale of a controlled substance may also be deemed ineligible to receive Financial Aid.

Students are accountable for upholding Elon drug policies even when in states or countries in which certain drugs have been decriminalized.

Though some impairing substances may be legal to purchase in North Carolina or other states, Elon University prohibits possession and/or use of these substances by Elon Students. Students are responsible for knowing and understanding the university drug policy.

2011.8.1 Use or Possession of Controlled, Illegal or Prohibited Substances
Definition – any possession or use of controlled, prohibited, or illegal substances or use of (or intent to use) substances for purposes or in manners not as directed. Examples include but are not limited to: possession or use of illegal substances; possession or use of prescription drugs without a valid/current medical prescription; use of prescribed medication not as directed (over-use, snorting prescribed medication, etc.); huffing, snorting, smoking or otherwise possessing or using legal substances not as intended. Substances such as JWH-018 (K2, "Spice"), salvia and pyrovalerone derivatives (found in

substances marketed as "bath salts") are not intended for human consumption and are prohibited for possession or use by any Elon student.

Sanctions
First Offense - normally, not less than preliminary suspension with possible permanent separation (depending on type/amount of prohibited substance); $200 fine, 25 restitution hours, Substance Abuse Assessment and compliance with recommendations, and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Second Offense - normally, not less than disciplinary suspension for one year with possible permanent separation; $200 to $400 fine, 25 campus restitution hours and restitution, educational program or project, Substance Abuse Assessment and compliance with recommendations.

2011.8.2 ***Distribution or sale or prohibited, controlled or illegal substances***
Definition - any sale or distribution (including distribution without financial gain) of controlled or illegal substances or any substances prohibited by the Elon University Drug Policy. This includes sharing of prescription medication.

Sanctions
First Offense - normally, not less than disciplinary suspension for at least one full year with possible permanent separation from the university (depending on type/amount of prohibited substance); $300-$400 fine, 50 campus restitution hours, Substance Abuse Assessment and compliance with recommendations and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Second Offense - normally, not less than permanent separation.

2011.8.3 Possession of Drug Paraphernalia
Definition - possession and/or use of drug paraphernalia, including, but not limited to, roach clips, bongs, hookahs, blow tubes, papers, scales or any material or apparatus containing drug residue.

Sanctions
First Offense - normally, not less than preliminary suspension with possible disciplinary suspension; $100 fine, 15 campus restitution hours, Substance Abuse Assessment, and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Second Offense - normally, not less than disciplinary suspension with possible permanent separation; $200 fine, 25 campus restitution hours, Substance Abuse Assessment and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Third Offense - normally, not less than permanent separation.

2011.8.4 Accessory to Drug Use, Possession or Sale
Definition - being in the presence of or aiding and abetting the possession, sale or use of prohibited, controlled or illegal substances.

Sanctions
First Offense - normally, not less than disciplinary probation with possible permanent separation; $150 fine, 15 campus restitution hours, Substance Abuse Assessment, and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)
Second Offense - normally, not less than disciplinary suspension with possible permanent separation; $300 fine, 25 campus restitution hours, Substance Abuse Assessment and parent/guardian notification letter. (Fine doubles if not paid within 5 days.)

General Policies:

2011.9 **Facilitating Academic Dishonesty**
Definition - Helping or attempting to help another person commit an act of academic dishonesty.
Scope - all encompassing. Examples: This includes, but is not limited to, the following:

a. Providing assistance to another during an exam or on another assignment in a manner not authorized by the instructor.
b. Acting as a substitute for another in any type of academic violation.
c. Providing specific information about a recently given test, exam or other assignment to another student who thereby gains an unfair advantage in an academic evaluation.
d. Permitting one's academic work to be represented as the work of another including allowing another student to copy one's work to submit for a grade.
e. Preparing for sale, barter or loan to another such items as unauthorized papers, notes, abstracts of lectures or readings.

Sanctions
Course related response - sanctions related to the course in which the violation occurred, including the course grade with an optional "honor code F", will be assigned by the professor.
Institutional response - Academic Censure with notification letter to parents/guardians; sanctions resulting from egregious or multiple honor code violations will be determined by the Assistant Vice President of Academic Affairs. These sanctions may include preliminary suspension, disciplinary suspension or permanent separation from the university.

2011.10 **Failure to Comply with the Directive of a University Official**
Definition - direct disobedience of an order of a university employee (including, but not limited to, assistant directors, resident assistants, house managers, lab supervisors, dining hall personnel, faculty and security staff). This includes, but is not limited to, failure to evacuate a building, campus, or area of campus when so ordered by a university official, refusing to present an ID upon request, failure to comply with a reasonable request of a faculty or staff person, or failure to complete prescribed sanctions as given by an administrative hearing officer or hearing board.

Sanctions
First Offense - normally, not less than official warning with possible disciplinary suspension, 15 campus restitution hours and $50 fine.
Second Offense - normally, not less than disciplinary probation with possible permanent separation, 25 campus restitution hours and $100 fine.

2011.11 **Fighting or Acts of Physical Aggression**
Definition - an encounter with blows or other personal violations between two or more persons. This includes but is not limited to pushing, hitting, kicking, spitting wrestling, pulling hair, etc.

Sanctions
First Offense - normally, not less than disciplinary probation with possible disciplinary suspension; $100 fine, 25 campus restitution hours, and Counseling Assessment and compliance with recommendations.
Second Offense - normally, not less than disciplinary suspension with possible permanent separation; $200 fine, 50 campus restitution hours, and Counseling Assessment and compliance with recommendations.

2011.12 **Fire Setting and Arson**
Definitions:
Fire Setting - lighting a fire without authorization.
Arson - setting fires with the intention of destroying property.

Sanctions
Fire Setting - normally, not less than disciplinary suspension with possible permanent separation; $200 fine, restitution, and loss of university housing.
Arson - permanent separation.

2011.13 **Firearms and/or Weapons**
Definition - the possession or use, whether openly or concealed, of any weapon or ammunition is strictly prohibited (even if the student has a concealed handgun license) while on university-owned property or at university-related events. Examples of "weapons" include, but are not limited to: the use of any object as a weapon or in a threatening manner; guns, rifles, pistols, bullets, explosives, BB guns, air soft guns, paint pellet guns, bow and arrows, sling shots, bowie knives, daggers, switch-blade knives, metallic knuckles, throwing stars, knives of more than six inches when opened and any other weapon of any kind.

Sanctions - Possession of firearms or weapons
First Offense - normally, not less than preliminary suspension with possible permanent separation; weapon confiscated, $200 fine, immediate loss of campus housing and 50 campus restitution hours.
Second Offense - normally, not less than disciplinary suspension and possible permanent separation; weapon confiscated, 50 restitution hours, psychological assessment and compliance with recommendations. If student is suspended, results and documentation of compliance with recommendations must be forwarded to Elon for consideration for re-admittance.

Sanctions - Use of firearms or weapons
First Offense - normally, not less than disciplinary suspension and possible permanent separation.
Second Offense - permanent separation.

2011.14 **Fireworks**
Definition - the possession and/or use of fireworks on university owned or leased property or at university or student sponsored events.

Sanctions
First Offense - normally, not less than fireworks confiscated, disciplinary probation with possible disciplinary suspension; $100 fine, 15 campus restitution hours.
Second Offense - normally, not less than preliminary suspension with possible disciplinary suspension or permanent separation; $200 fine, 30 campus restitution hours, loss of campus housing.

2011.15 **Fraud/Lying**
Definition - a statement, action or representation which is false, misrepresents the truth, and/or is intended to deceive another. *Examples include but are not limited to:* Falsifying statements, records, forms, computer applications, cable television or telecommunications equipment; manufacturing, altering or falsifying an official identification card or possession and/or use of another person's ID or a fake identification card; or presenting another person's Phoenix Card, name or ID number for identification, meals or purchases, or allowing another person to use one's Phoenix Card for fraudulent purposes.

Sanctions
First Offense - normally, not less than disciplinary probation with possible disciplinary suspension; $100 fine, 15 campus restitution hours, educational program or project and possible loss of campus housing.
Second Offense - permanent separation.

2011.16 **Gambling**
Definition - to play, or game, for money or other valuable stakes with the hope of gaining something significant beyond the amount an individual pays.

Sanctions - not less than disciplinary probation with possible disciplinary suspension, educational program or project, Counseling Assessment and compliance with recommendations.

2011.17 **Guests and Visitation**

Definition - The university visitation policy applies to all students and guests and rests on the basic principle of consideration for roommates and other residents of your floor, suite/flat or apartment or Loy Center houses. A guest is defined as anyone who is present at the invitation of a student or anyone who is received or accompanied by a student on university owned or leased property.

In order to ensure the safety and comfort of all residents, students may not leave guests unattended in their residence hall, apartment, or common area at any time. Students must escort their guests at all times, including trips to the bathroom in halls with community single sex bathrooms.

Students are responsible for educating their guest(s) regarding university policies and are accountable for the behavior and actions of their guest(s). Students will be charged with violating the Visitation Policy and all other policies their guest(s) violate, as if the student(s) violated the policies themselves. Non-student guests are also subject to criminal prosecution for violation of campus policies and state and federal laws. Students are responsible for all guest activities and incidents occurring on university owned or leased property. Guests with repeat or serious violations of campus policies may be permanently trespassed from campus and may be subject to criminal prosecution.

Same-sex Guests
Students may have same-sex non-romantic overnight guests (friends or family from out of town or Elon students) no more than three days/nights per week, not more than four nights within any 30 day period, and with prior approval of roommate(s).

Same-sex guests not staying overnight will follow the visitation hours below.

Opposite-sex Guests
Guests/students of the opposite sex may not stay overnight in the residence halls. Students may have visitors of the opposite sex during the visitation hours below:
Sunday - Thursday: 10 a.m. until 12:30 a.m. **Friday - Saturday: 10 a.m. until 2:00 a.m.**

Students living in Elon University apartments may have 24-hour visitation seven days a week, yet not more than four nights within any 30 day period, and with prior roommate approval.

Suite and flat lounges/living rooms and Pavilion floor lounges are open during visitation hours only. West Commons, Harden Dining, and International and Honors Pavilion classrooms and foyer are open to residents and their guests 24 hours a day when school is in session. Danieley Center Commons is open to residents and their guests from 8 a.m. - 2 a.m. Loy Center great rooms are open to organization members and their guests 24 hours a day when school is in session.

Scope - all encompassing on university owned or leased property.

Sanctions
First Offense - normally, not less than official reprimand; $25 fine, and loss of guest privileges.
Second Offense - normally, not less than disciplinary probation with possible preliminary suspension; $100 fine, 10 campus restitution hours.
Third Offense - normally, not less that preliminary suspension with possible disciplinary suspension; loss of university housing; $200 fine, 20 campus restitution hours.
Fourth Offense - normally, not more than disciplinary suspension; $300 fine.

2011.18 **Harassment**
Definition - the threatening of or verbal abuse directed toward any member of the university community. Offenses that occur in a classroom may result in temporary or permanent suspension from a class, pending the outcome of a hearing. Examples include, but are not limited to: communication of a threat, whether or not the person communicating the threat demonstrates any intention to actualize the threat; defamation of character, excessive use of profanity, verbal assaults, indecent language or images on a telephone or computer; and derogatory, sexist or racist remarks or any behavior that puts another

member of the university community in a state of fear or anxiety or might be perceived as jeopardizing the physical, moral or scholastic well-being of any individual.

Sanctions
First Offense - normally, not less than disciplinary probation but more than possible permanent separation; 25 campus restitution hours, educational program or project, and Counseling Assessment with compliance with recommendations. Temporary or permanent suspension from a class may result when the offense occurs in a class or is class-related.
Second Offense - normally, not less than disciplinary suspension with possible permanent separation. Temporary or permanent suspension from a class may result when the offense occurs in a class or is class-related.

2011.19 Hazing
Definition - any action or situation created, either directly or through innuendo, that jeopardizes the student's psychological, emotional, or physical well being, regardless of the person's willingness to participate. Examples include but are not limited to:

a. Subtle hazing – behaviors that emphasize a power imbalance between new members/rookies and other members of the group or team.
b. Harassment hazing – behaviors that cause emotional anguish or physical discomfort in order to feel like a part of the group. Harassment hazing confuses, frustrates, and causes undue stress for new members/rookies.
c. Violent hazing – behaviors that have the potential to cause physical and/or emotional or psychological harm.

Sanctions
Individuals - normally, not less than preliminary suspension with possible permanent separation; educational program or project, and campus restitution hours.
Organizations - normally, not less than loss of campus housing and suspension of official university recognition for one academic year with possible permanent removal of official university recognition.

2011.20 Host Responsibility
Definition - Students residing in University-owned or managed residences are responsible for all conduct that occurs in their residence including ensuring the safety, well-being and conduct of their guests, whether invited or uninvited. This includes hosting events or gatherings where alcohol is available for underage students, students drink to excess, or use illegal drugs. Student hosts may be held responsible for damages to the community, students jumping from windows, etc. In addition, students are not allowed to host more guests than is reasonable for each type of "living unit". (Two person rooms may have no more than six total at any time – four person suites may have twelve total – eight person flats/apartments may have 20 total, etc.)

Sanctions
First Offense - normally, not less than alcohol confiscated and disposed of, disciplinary probation; $150 fine, alcohol or other education program or project, and possible Substance Abuse Assessment with compliance with recommendations.
Second Offense - normally, not less than alcohol confiscated and disposed of, preliminary suspension or disciplinary suspension, Substance Abuse Assessment with compliance with recommendations, 30 campus restitution hours and $300 fine.
Third Offense - normally, disciplinary suspension for one year.

2011.21 Laws of the Wider Society and Student Behavior at Off-Campus Sites
All students are required to abide by the laws of local, state and national governments and are subject to judicial action by the university for violation of any of the laws. This includes Town of Elon ordinances. University sanctions may be assigned to students through the Honor Code for student behavior that adversely affects self or others at off-campus sites or disrupts the community. University judicial action does not preclude the possibility of civil or criminal charges being placed against an individual nor does the filing of civil or criminal charges preclude action by the university.

2011.22 Lying/Fraud (Academic Policy)

Definition - a statement, action or representation which is false, misrepresents the truth and/or is intended to deceive another. **Scope** - all encompassing. Examples: This includes, but is not limited to, the following:

a. Making a false statement in an attempt to gain advantage or exception.
b. Falsifying evidence or testifying falsely.
c. Inventing or counterfeiting data, research results, research procedures, experiences or any other information.
d. Citing a non-existent source or a source not actually consulted for referenced material/data.
e. Altering any official academic record.
f. Submitting a false excuse for absences.

Sanctions

Course related response - sanctions related to the course in which the violation occurred, including the course grade with an optional "Honor Code F", will be assigned by the professor.

Institutional response - Academic Censure with notification letter to parents/guardians; sanctions resulting from egregious or multiple honor code violations will be determined by the Assistant Vice President of Academic Affairs. These sanctions may include preliminary suspension, disciplinary suspension or permanent separation from the university.

2011.23 **Misuse of University Property**

Definition - the unauthorized use of university property including, but not limited to, use of university keys, duplication of university keys or unauthorized use of university spaces, university vehicles or university equipment.

Sanctions - normally, not less than disciplinary probation with restriction or removal of privileges and possible permanent separation; educational program or project.

2011.24 **Morals and Decency Offenses**

Definition - including, but not limited to, violations of the following: actions, images, words or data which are indecent, abusive, profane, harassing or sexually offensive whether via telephone, e-mail, audio, film, video, printed materials, homepages, or online social networks; peeping Tom, public nudity and indecent exposure.

Sanctions

First Offense - normally, not less than disciplinary probation with possible permanent separation; 15 campus restitution hours, Education Program or Project, Counseling Assessment and compliance with recommendations.

Second Offense - normally, not less than disciplinary suspension and possible permanent separation.

2011.25 **Off-Campus Parties**

Definition - Students residing in off-campus residences are responsible for ensuring the safety, well-being and conduct of their guests, whether invited or uninvited. This includes hosting events or gatherings where alcohol is available for underage students, students drink to excess, or use illegal drugs.

Sanctions

Sanctions will be determined by the cumulative effect of all social policy violations. For example, students may be charged with violations of the alcohol and drug policies of the university as presented in this handbook. Students should familiarize themselves with state social host liability laws, to which they are subject. Also, refer to Laws of Wider Society and Student Behavior at Off-campus Sites.

***2011.26* Plagiarism** (Academic Policy)
Definition - Presenting the work or ideas of another as one's own (i.e. without proper acknowledgment of the source). The sole exception to the requirement of acknowledging sources is when the ideas or information are common knowledge. Any student must be thoroughly familiar with methods for documenting the use of another person's sentences, arguments or ideas.

Scope - all encompassing. Examples: Plagiarism includes, but is not limited to, failure to do the following:

a. Direct quotation. Any direct quotation of any portion of any source must be placed in quotation marks and properly attributed to its author, using documentation in accordance with the requirements of the appropriate current style manuals. The following example, which uses MLA style (other styles may be used in different classes), shows how a direct quotation is properly acknowledged:
   In her book titled *The Subject of Semiotics*, Kaja Silverman points out that "Madame Bovary places ... an insistent emphasis on the cultural sources from which ideal images derive - churches, schools, the marketplace, literature - [which] may help to clarify for us that ideal representations are always socially mediated." (From Kaja Silverman, The Subject of Semiotics, New York: Oxford UP, 1983, p.161).
b. Paraphrase. Prompt acknowledgment is required when material from any source is paraphrased or summarized in whole or in part in one's own words. To acknowledge a paraphrase properly, one might state: "To paraphrase Locke's comment..." or "According to Rousseau...," and conclude with a citation identifying the exact reference.
c. Attributing any ideas, research results, procedures or concepts not one's own to the original source.

When referring to another's work, proper credit must be given to the source, even if one neither paraphrases nor quotes directly from that work. A footnote or an endnote should fully identify that source.

The way in which a student and/or researcher chooses to handle this point in particular has a direct bearing on the integrity of the community in which s/he operates. This point should therefore be given careful consideration when preparing any paper or doing any type of research.

Sanctions
Course related response - sanctions related to the course in which the violation occurred, including the course grade with an optional "Honor Code F", will be assigned by the professor.
Institutional response - Academic Censure with notification letter to parents/guardians; sanctions resulting from egregious or multiple honor code violations will be determined by the Assistant Vice President of Academic Affairs. These sanctions may include preliminary suspension, disciplinary suspension or permanent separation from the university.

***2011.27* Possession of Lost or Stolen Property**
Definition - this includes, but is not limited to, the possession of property reported or known to be lost or stolen, regardless of the item's place of origin. Possession of traffic cones, signs, markers, and/or other Department of Transportation materials are strictly prohibited.

Sanctions
First Offense - normally, not less than disciplinary probation and restitution with possible disciplinary suspension; educational program or project.
Second Offense - normally, not less than disciplinary suspension with possible permanent separation; educational program or project.

***2011.28* Retaliation**
Definition – any threatening or harassing behavior directed against another individual or entity who has, in good-faith, reported a potential violation of university policy or the law; or against an individual or entity involved in the student conduct or legal process (witnesses, student conduct advisors, etc.).

Sanctions
First Offense - normally, not less than preliminary suspension with possible permanent separation; educational program or project; counseling assessment with compliance with recommendations; and loss of university housing.
Second Offense - normally, not less than disciplinary suspension and possible permanent separation.

SEXUAL OFFENSES (*2011.29*)

If you have been the victim of a sexual offense including sexual violence, relationship violence, harassment, or stalking, we encourage you to seek support and assistance. Elizabeth Nelson, the Coordinator for Violence Prevention, can be reached at 336-278-7219 or by asking Campus Safety and Police (336-278-5555) to have her paged.

To report the incident to police, contact Campus Safety and Police at 336-278-5555 or 9-1-1 in the case of an emergency. (If the incident occurred off-campus, they may help connect you with the correct agency.) Reporting the incident to the police does not preclude a student from reporting the incident to the university for investigation and possible disciplinary charges.

If you want the University to investigate, report the incident by filing an Elon University Incident Report with the Office of Student Conduct, Moseley Center 211. The form can be downloaded HERE. The incident will be investigated, and if disciplinary charges are warranted, it will be referred to an administrative hearing panel. (See the "Honor Board or Administrative Board Hearing" section in the Student Handbook for more information on the hearing process.)

2011.29.1 Sexual Harassment
Definition - unwelcome sexual advances, requests for sexual favors, or other physical and expressive behavior of a sexual nature that creates an intimidating or offensive environment. Examples include but are not limited to slurs, threats, derogatory or suggestive comments, unwelcome jokes, exposure to sexually-oriented literature or pictures, teasing or sexual advances and other similar verbal or physical conduct, including e-mail, phone calls or other online communications Any comments or behaviors that are hurtful or derogatory to a specific gender or orientation via any medium (bodily, print, verbal, telephone, electronic, etc.) are prohibited. (See the Title IX policy in the General Policies section for additional information.)

Sanctions
First Offense - normally, not less than disciplinary probation with possible permanent separation; Counseling Assessment with compliance with recommendations, and campus restitution hours.
Second Offense - normally, not less than disciplinary suspension and possible permanent separation.

2011.29.2 Non-Consensual Sexual Acts
Definition - any attempted or actual sexual contact directed against another person by a student in the direct absence of effective, mutually understandable consent. The use of force or perceived force to coerce a person into performing sexual acts against his/her will, or not forcibly or against that person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity; or any groping, touching, or fondling of another against his/her will or where the victim does not or is incapable of giving consent. Examples of sexual acts include but are not limited to contact with breasts, buttocks, groin, genitals, or mouth; oral copulation; or any form of vaginal penetration.

Sanctions
First Offense - normally, not less than preliminary suspension with possible permanent separation; Counseling Assessment with compliance with recommendations, and campus restitution hours.
Second Offense - normally, not less than disciplinary suspension and possible permanent separation.

General Policies:

2011.30 **Stalking/Invasion of Privacy**
Definition – behavior directed against another person that violates reasonable expectations of personal privacy and/or privacy of personal information; behavior which the student knows or should know is unwelcome; or behavior which would cause a reasonable person to feel fear or anxiety. This includes actions or contact through a third party. Examples include but are not limited to: repeatedly contacting or following a person; use of electronic devices or software to obtain or attempt to obtain private data; entering or opening a student's private property without express consent; use of another person's password or ID to attempt to gain access to personal information.

Sanctions
First Offense - normally, not less than preliminary suspension with possible permanent separation; educational program or project; counseling assessment with compliance with recommendations; and loss of university housing
Second Offense - normally, not less than disciplinary suspension and possible permanent separation.

2011.31 **Stealing (Social Policy)**
Definition - the unauthorized taking of property from the possession of another person or the university. This includes, but is not limited to, taking another's belongings, the unauthorized possession of parking decals or consumption of food. See the Academic Policies for the policy on Academic Stealing or Vandalism.

Sanctions
First Offense - normally, not less than preliminary suspension with possible disciplinary suspension; restitution, loss of campus housing, and educational program or project.
Second Offense - permanent separation.

2011.32 **Stealing or Vandalism (Academic Policy)**
Definition - Taking, attempting to take or withholding the property of another person or the university, thereby permanently or temporarily depriving the owner or other students of its use or possession.
Scope - all encompassing. Examples: These include, but are not limited to the following:
a. Unauthorized removal or possession of library materials, examinations, computer programs, etc.
b. Taking or possessing another's academic work or materials without permission or proper credit.
c. Defacing or destruction of academic property.

Sanctions
Course related response - sanctions related to the course in which the violation occurred, including the course grade with an optional "Honor Code F", will be assigned by the professor.
Institutional response - Academic Censure with notification letter to parents/guardians; sanctions resulting from egregious or multiple honor code violations will be determined by the Assistant Vice President of Academic Affairs. These sanctions may include preliminary suspension, disciplinary suspension or permanent separation from the university.

2011.33 **Swimming, Wading or Skating in Restricted Areas**
Definition - swimming, wading, or skating in or on Lake Mary Nell, Lake Verona, Boney Fountain, Chandler Fountain or Fonville Fountain.

Sanctions - normally, not less than an official warning and possible disciplinary probation; campus restitution hours, educational program or project.

2011.34 **Tampering with Fire and/or Life Safety Equipment**
Definition - this includes, but is not limited to, tampering with, covering or removing smoke detectors, fire alarms, fire extinguishers, exit signs or other life safety equipment, as well as the breaking of pull station or fire extinguisher covers, unless the situation warrants such action. This also includes pulling and/or causing a false fire alarm to be pulled.

Sanctions
First Offense - normally, not less than preliminary suspension and possible permanent separation; the immediate loss of campus housing, $100-500 fine, 25 campus restitution hours and educational program or project.
Second Offense - normally, not less than disciplinary suspension and $200 fine and possible permanent separation.

TECHNOLOGY POLICIES (*2011.35*)
Elon University promulgates ethical and responsible uses of technology and has identified four core values related to technology, ethics, and personal responsibility. These are safety, caretaking, originality, and civility. The University has strong expectations that students' behavior in the use of technology will be guided by these values and that the university's resources will be used in a responsible manner which supports the mission of the university and the law. A full explanation of these values is given at http://www.elon.edu/e-web/students/handbook/TERP.xhtml and by reference is made a part of the Student Handbook. Failure to uphold these values and related policies may result in serious judicial repercussions and loss of computing privileges.

Students are expected to review and become familiar with the University's technology policies and to abide by and uphold these policies. The complete policies may be accessed at http://www.elon.edu/technology/about-policies.html . (Be sure to review the Acceptable Usage, Account Management, Network Connection, and Password policies.) Students are accountable for these policies, as well as the four technology policies presented below.

2011.35.1 Cyber Communities and Online Social Networks
Definition - Elon University recognizes participation in cyber communities (Facebook, My Space, Xanga, Blogspot, Live Journal, Webshots, Second Life, World of Warcraft, etc.) is significant and can be used in positive ways to build community on and off campus. However, these outlets may also be used in inappropriate and harmful ways. Elon expects students who choose to utilize cyber communities/online social networks to exercise discretion and uphold standards of good taste and respect. Students found violating University policy, as well as local, state and federal laws in these cyber communities may be held accountable through the student judicial system and/or the court system. Students are also responsible for any content on their personal online space that is submitted to their site by individuals affiliated and not affiliated with the institution.

Students who participate in cyber communities and/or online social networks are advised to follow established safety practices. Students should set privacy features to restrict access to their profiles and pictures to friends, and should not accept a "friend" request from someone who is unfamiliar or who the student cannot identify. The University also discourages the inclusion of personally identifying information in personal profiles such as, but not limited to address (including campus address), class schedule, cell/home phone number, AIM screen names, e-mail addresses, and birth date (omit year). Information published in the public domain can result in negative safety, judicial, legal, personal and professional consequences. Students are advised that administrators, parents, law enforcement personnel, future employers and even predators may view this information. These public online spaces are open to an international audience and should be regarded as public information.

2011.35.2 E-Mail
Definition - Elon University encourages the appropriate use of e-mail. However, e-mail is a privilege, and certain responsibilities are attached to its use. All users are expected to adhere to bounds of decency, law, ethics, common sense and good taste in e-mail communications. Individuals and university-sanctioned student organizations must comply with the Elon University E-mail Policy as well as all local, state and federal laws. (https://wiki.elon.edu/display/TECH/E-mail+Policy)

2011.35.3 Videotaping, Audio Taping, and Photography Without Consent
Definition - videotaping, audio taping, or photography (camera and video phones included) of students, faculty or staff without their express consent.

2011.35.4 World Wide Web
Definition - individuals and university-sanctioned student organizations must comply with the Elon University Web Policy as well as all local, state and federal laws for material residing on or any activity (e.g. file-sharing) conducted through any server on the Elon University computer network. Check the Web policy (https://wiki.elon.edu/display/TECH/Web+Policy) for the full text of the policy along with information on style and content.

Sanctions
First Offense - normally, not less than official warning, loss of computing privileges on a temporary basis and possible loss of privilege to exhibit a web site or use university email.
Second Offense - normally, not less than disciplinary probation or preliminary suspension, suspension or expulsion from Elon's computing facilities and possible permanent loss of technology privileges.
Third Offense - normally, disciplinary suspension or permanent separation. In addition, students found in violation of University policy as well as local, state and federal laws may be held accountable through the student judicial system and/or the legal system.

General Policies:

2011.36 **Unauthorized Entry or Occupancy of a Residence Hall**
Definition - any entry or occupancy of a residence hall room, suite or apartment without proper authorization; any occupancy during periods in which university housing is closed without proper authorization from the Residence Life Office; or any occupancy beyond that allowed under the Guest and Visitation policy.

Sanctions
First Offense - normally, not less than disciplinary probation with possible preliminary suspension and loss of university housing; restitution and campus restitution hours.
Second Offense - normally, not less than preliminary suspension nor more than disciplinary suspension and loss of campus housing; campus restitution hours and educational program or project.

The Student Conduct Process

The student conduct process outlines the steps involved in examining and adjudicating reports of honor code violations. The topics covered in this section are listed below. Detailed descriptions of them follow.

Introduction and Philosophy

Elon University views its role in the administration of institutional policy as one of both ensuring fairness and providing an educational opportunity for the student. This approach protects the campus community

by providing a system of sanctions that are educational and hold students accountable for violating university policies. Sanctions are assigned to encourage the growth and development of students and support the practice of responsible behavior in a community. This educational approach requires a need for understanding and self discipline on the part of the student as well as a respect for the rights and privileges of others.

The basic philosophy and principles which guide the Honor System at Elon University are:

- The student conduct process is necessary and effective when it furthers the learning experience of a student and/or provides protections for the community of which s/he is a member.
- When action responding to potential honor code violations becomes necessary, that action should be handled expeditiously and thoroughly.
- Consideration will be given to all information relevant to the case. This is to ensure that a fair process and appropriate consideration are extended to all students.

The Elon University student conduct system is designed to provide fairness and appropriate consideration for those students charged with violating the policies of the university and/or the wider society. Hearing officers or honor boards will adhere to the following to ensure fairness:

- Hearings are restricted to those directly involved with the incident and those requested to be present by the institution.
- The student charged with an honor code violation may bring an advisor from the Elon University community (currently enrolled student, faculty or staff member) to the hearing. Advisors may only counsel the student and may not actively participate in the hearings.
- Family members, attorneys or other legal counsel may not attend or serve as advisors in campus student conduct proceedings.
- In cases alleging personal violence, sexual harassment, or sexual misconduct, the person bringing a complaint forward (or reporting party) may bring an advisor from the Elon community (currently enrolled student, faculty or staff member) to the hearing.
- For hearings involving social policies, both parties may submit up to three written character references for consideration by the officer or board. The character references will be considered during sanctioning deliberations if the student is found responsible for the violation(s).

Elon University hearings, unlike proceedings of a court of law, do not require conclusive proof. Instead, the preponderance or greater weight of the evidence is sufficient to make a decision of responsible. The student has the right to appeal a hearing decision to either the assistant dean of students or the University Appeals Board, as presented below, depending on the situation.

Advisors must come from within the Elon University community (currently enrolled student, faculty or staff member).Their role is to counsel the student and may not actively participate in the process. In cases alleging assault by one student against another (including sexual offenses), the alleged victim may also bring an advisor from the Elon community to the hearing.

In cases alleging sexual harassment or sexual misconduct, the individual bringing charges will be notified of the outcome of campus student conduct hearings as permitted by the Student-Right-to-Know and Campus Security Act of 1990 (amended 1998).

Academic Policy Cases

Charges for academic violations (cheating, facilitating academic dishonesty, lying, plagiarism, stealing, or technology violations) will be presented to the student(s) involved in an initial meeting called by the professor. If the student accepts responsibility, the professor will assign any course related sanctions and forward the paperwork to the associate vice president for academic affairs who will assign institutional sanctions.

If the charged student denies any misconduct, the case will automatically be referred to the Elon Honor Board and the associate vice president for academic affairs will convene the hearing.

An illustration of the Student Conduct Process for academic honor code incidents is available **here**.

Charges reported as allegedly occurring within ten or less days before Reading Day each semester may have to be heard by the board after final exams or during the subsequent semester. At times when a traditional honor board cannot be convened (e.g., late in the semester, summer), students may be offered the option of having their case heard and a decision rendered by an administrative hearing board. Because the composition of an administrative board is different than a traditional hearing board (only three faculty and/or staff members with no guarantee of student representation), the student involved must agree to voluntarily accept an administrative hearing.

Sexual Harassment/Misconduct Policy Cases

> **If you have been the victim of a sexual offense including sexual violence, relationship violence, harassment, or stalking, we encourage you to seek support and assistance. Elizabeth Nelson, the Coordinator for Violence Prevention, can be reached at 336-278-7219 or by asking Campus Safety and Police (336-278-5555) to have her paged.**
>
> **To report the incident to police, contact Campus Safety and Police at 336-278-5555 or 9-1-1 in the case of an emergency. (If the incident occurred off-campus, they may help connect you with the correct agency.) Reporting the incident to the police does not preclude a student from reporting the incident to the university for investigation and possible disciplinary charges.**
>
> **If you want the University to investigate, report the incident by filing an Elon University Incident Report** with the Office of Student Conduct, Moseley Center 211. The form can be downloaded HERE. The incident will be investigated, and if disciplinary charges are warranted, it will be referred to an administrative hearing panel. (See the "Honor Board or Administrative Board Hearing" section in the Student Handbook for more information on the hearing process.)

Most sexual harassment and/or sexual misconduct policy proceedings are initiated when an Elon Incident Report, Campus Safety or Police report, or Elon Town Police report is received by the Office of Student Conduct. Based on the preliminary screening of the report, an investigation is conducted, and charges for potential social policy violations are determined by the director of Student Conduct or the assistant dean of students. The director or assistant dean investigating will meet separately with the individual reporting the incident and the charged student for the student conduct conference, but the hearing will be conducted by an administrative board.

Social Policy Cases

Most social policy violation proceedings are initiated when an Elon Incident Report, Campus Safety and Police report, or Elon Town Police report is received by the Office of Student Conduct. Based on the preliminary screening of the report, potential charges are determined. If the incident occurs in a residence hall area or Greek house and involves any of the charges listed below, the incident report is usually referred to a Residence Life or Greek Life professional staff member for investigation and adjudication. Cases that are typically referred to the Residence Life or Greek Life staff for adjudication include:

- Alcohol policy (first and second offenses);
- Disorderly conduct;
- Failure to comply with a lawful directive of a university official;
- Fighting;
- Gambling;
- Guest and Visitation Violations;
- Harassment;
- Lying;
- Possession of lost or stolen property;
- Stealing;

- Swimming, wading or skating in restricted areas; or
- Unauthorized entry or occupancy of a residence hall room or suite

Violations which involve the following are normally referred to the director of Student Conduct or the assistant dean of students:

- All violations for which suspension is the minimum recommended sanction, including incidents where multiple violations have occurred and the composite recommended sanction would be suspension;
- Incidents involving the use, possession or sale of drugs and/or drug paraphernalia;
- Setting fires or tampering with fire and/or life safety equipment;
- Cases dealing with firearms or weapons on campus;
- Incidents that do not occur in a residence area, including study abroad courses/experiences;
- Possession of a keg or other multi-serving (common) containers;
- Hazing violations;
- Fraud;
- Sexual offenses;
- Cases which involve civil or criminal action against a student;
- Incidents involving students charged with violations that would be considered by the civil/criminal system to be a felony; or
- Cases referred by the residence life staff or any other administrative hearing officer.

After the incident report is assigned, the designated administrative hearing officer will send the student a "Notice to Schedule a Conference" letter. This letter will indicate the potential charges and list the deadline by which a student must schedule his/her conference with the hearing officer. If the student does not respond by the assigned date to schedule a conference or attend the scheduled meeting, then a hearing will be scheduled and the student notified of the date, time and location. If the student does not attend the scheduled hearing, the case will be heard without the student present, a decision will be reached based on the information available, and the student will be notified of the outcome.

In some situations, the student may be allowed to accept responsibility for the potential charges and the recommended sanctions without a formal meeting. If given that option, then s/he should contact the administrative hearing officer whose name appears on the letter.

Reported violations of social policies occurring within ten or less days before Reading Day each semester may be postponed until after final exams.

Student Conduct Conference

At the conference, the administrative pre-hearing officer will review the potential charges and sanctions then answer student questions regarding the student conduct process. The student is given an opportunity to respond to the charges and provide information necessary to determine if and what charges may be appropriate.

At the conclusion of the conference, the appropriate course of action will be determined. The outcome of this conference will be to: discontinue university action (for example, charges may be dropped if the student was misidentified in the report); postpone setting charges and conducting a hearing until additional information has been gathered; set charges and conduct a hearing at that time (if the student waives the 3-day option to prepare for a hearing); set charges and schedule an administrative hearing (usually within three days of the conference); or refer the case to another hearing level/body.

Based on the information gathered about the incident, the administrative pre-hearing officer may choose to refer the case to the director of Student Conduct or assistant dean of students for adjudication. The director of Student Conduct or the assistant dean of students may choose to refer the case to the Honor

Board or an administrative board. Cases that will be considered for referral to the Elon Honor Board are cases which involve gross violation(s) of community standards or personal violations (fighting, other acts of violence, weapons, drug charges, etc.). Incidents involving personal violence or sexual misconduct may be heard before a panel of administrative hearing officers.

After the charges are set, the student may then choose to accept responsibility for the identified charges, have his/her administrative hearing immediately, or schedule a hearing at a future reasonable date, usually within three days.

Administrative Hearing

During the administrative hearing, the hearing officer will ask questions regarding the incident and the responding student's behavior related to the charges. The hearing officer will consider all information the student shares and is available to him/her. If necessary, either the hearing officer or the responding student may postpone the conclusion of the hearing (for a reasonable amount of time) in order to conduct additional investigation. The hearing will conclude with the rendering of a "Responsible" or "Not Responsible" decision and appropriate sanctions if warranted.

Appeal of Decision

If a student wishes to appeal the decision of a hearing officer, s/he must submit a letter of appeal to the assistant dean of students by 5:00 pm on the second working day following the rendering of a decision. The guidelines for making an appeal are outlined in the "Appeal Procedures" section.

Honor Board or Administrative Board Hearings

Honor Board

The Honor Board hears all academic policy violation cases for which the student denies responsibility. It also hears social policy cases referred by the Office of Student Conduct which involve gross violation(s) of community standards or personal violations (fighting, other acts of violence, weapons, drugs, etc.). Due to the number of individuals involved in the process, the timeline for scheduling the hearing may be longer than for an administrative hearing, but will still be within a reasonable amount of time.

The Elon Honor Board consists of 12 students (elected by the student body or administratively appointed by the SGA President), three of which must be present at the hearing; six faculty (two elected by the Academic Council and four appointed by the provost/vice president for academic affairs), of which two must be present at the hearing; and four Student Life administrators (appointed by the vice president of student life), one of which must be present at the hearing. The associate vice president for academic affairs and assistant dean of students (or their designee) are non-voting members of the Elon Honor Board and act as conveners of the board for academic policy hearings and social policy hearings.

Administrative Hearing Board

The administrative hearing board may be used for conduct cases involving personal violence or sexual misconduct. The board is appointed by the vice president for student life/dean of students and the provost. It is comprised of up to ten faculty and/or staff members trained in both the conduct process and the issues related to personal violence and sexual misconduct. At least three board members and the assistant dean of students participate in each hearing. Students will be notified of the hearing date, time, and location(s). If either party elects to not participate, a decision will be made based solely on the information gathered in the investigation or during the hearing.

A typical Honor Board or administrative board hearing procedure follows this basic outline:

- The charged student(s), individual(s) bringing charges (if appropriate), witnesses, advisor(s), and the board members will meet.

- The assistant dean of students, associate vice president for academic affairs, or his/her designee, serves as convener of the board, and will stress confidentiality to all participants.
- The witnesses will leave the room and the charge(s) will be read to the student. The student will respond to the charges and state "responsible" or "not responsible" to each charge.
- When appropriate, the professor or person bringing charges will present a written and/or oral statement to provide a context for the charges, the charged student will be allowed to make a statement, and board members may pose questions to either party.
- Those witnesses who substantiate the charge(s) will be requested to make statements and respond to questions.
- Those witnesses who can refute the charge(s) will be asked to make statements and respond to questions.
- Both the charged student and the individual(s) bringing charges (if appropriate) will respond to questions and offer any further information or statement(s) on his/her behalf.
- The charged student, individual(s) bringing charges, and advisor(s) will leave the hearing room. The board members will deliberate and vote "responsible" or "not responsible" on each charge. A majority vote of the voting members is required for a decision.
- The charged student, individual(s) bringing charges, and advisor(s) will return to the hearing room, and the decision will be shared.

For academic policy cases when a student is found responsible for the violation(s):

- The faculty member bringing charges will determine any course or grade related sanctions.
- The associate vice president of academic affairs will assign institutional sanctions.
- The assigned sanctions will be communicated to the student through the associate vice president of academic affairs, and the level of assigned sanctioning will be communicated to the parents through the assistant dean of students.

For social policy cases when a student is found responsible for the violation(s):

- The charged student and individual(s) bringing charges, (when appropriate) will be allowed to make a closing statement, submit up to three written statements, and offer any comments for consideration in the imposition of sanctions before leaving the hearing room.
- Board members will be given information concerning any prior honor code violations. The board members may consider prior offenses and sanctions solely for the purposes of determining the appropriate sanctions to be imposed.
- The board will discuss all information available and determine appropriate sanctions.
- The charged student, individual(s) bringing charges (when appropriate),and advisor(s) will return to the hearing room, and the sanctioning decision will be shared.
- The board or convener will provide an explanation of the appeals procedure as outlined in this handbook.

All board hearings will be audio-recorded. Recordings will be erased if there is no appeal of the decision or within six days of the conclusion of the appeals process. Recordings will remain the property of Elon University. Elon University hearings, unlike proceedings of a court of law, do not require conclusive proof. Instead, the preponderance (or greater weight) of the evidence is sufficient to make a decision of responsible. The student has the right to appeal the decision of the Elon University Honor Board or administrative panel to the University Appeals Board.

Withdrawal from the University

Involuntary Withdrawal

The president, provost/vice president for academic affairs, vice president for business, finance and technology, vice president for student life, or persons functioning under their direct authority, may carry out immediate, involuntary withdrawals concerning the conduct of a student. In extreme cases, prompt and decisive action may be required before there is an opportunity to conduct a hearing, as in cases in

which a student's continued presence on campus substantially impedes the orderly functioning of the university or constitutes an immediate threat to the well-being or property of members of the university community or if the student requires more supervision than the university staff can reasonably provide. Students withdrawn involuntarily shall have a prompt meeting with the vice president for student life or his designee to review the behavior which forms the basis for the student's withdrawal. In some cases, the student may be required to reside off campus and/or be given restricted access to the campus without being involuntarily withdrawn pending the outcome of the hearing.

Withdrawal in Lieu of or Pending a Hearing

Under certain conditions, the vice president for student life may agree that a student charged with violating the honor code may withdraw from the university rather than face a student conduct hearing. A student must request such an option in writing and must stipulate that the petition is voluntary. Students approved to withdraw in lieu of or pending a hearing may neither be physically present on the Elon campus, nor participate in Elon University sponsored activities, programs or events either on or off the campus, without the explicit approval of the vice president, assistant vice president, or assistant dean for student life.

A student approved to withdraw **in lieu of a hearing** may not be eligible to re-apply to Elon University in the future. He or she may not be present on the Elon campus, stay in campus owned or operated housing, or participate in any University or student sponsored events or activities on or off the campus. Should the student request that his/her conduct history be shared with another college or university, the Office of Student Conduct would indicate that s/he withdrew in lieu of a hearing and may include the outstanding charges.

A student approved to withdraw **pending a hearing**s required to complete the hearing process before s/he may be considered for readmission to the university. Individuals found responsible for the honor code violations must complete sanction requirements before being readmitted and may be required to meet other conditions to continue enrollment. Until the hearing process is complete, the student may not be present on the Elon campus, stay in campus owned or operated housing, or participate in any University or student sponsored events or activities on or off the campus. Should the student request that his/her conduct history be shared with another college or university, the Office of Student Conduct would indicate that s/he withdrew pending a hearing and, may list the outstanding charges.

Conduct Cases Involving Student Organizations

Conduct cases involving student organizations will be adjudicated by the assistant dean of students. A letter identifying the basic incident in question and charges of potential honor code violations and/or institutional policies will be sent to the President or appropriate leader of the student organization. The assistant dean of students may consider recommendations for determination of responsibility/non-responsibility and sanctions from judiciaries such as the Greek Standards Board, Sports Club Council, etc. The assistant dean of students will make the final decision.

An organization may request to appeal the decision of the assistant dean of students to the assistant vice president for student life on the grounds of: the discovery of new and substantial information relevant to the outcome of the decision, excessiveness of sanction (beyond the standard as presented in the Student Handbook), and/or substantial violation of procedures to ensure a fair representation of the case by the student organization. The written request for an appeal must be received in the Office of Student Development by 5 p.m. on the second working day after the initial decision is rendered.

When found responsible, violations and sanctions for student groups may be made known to the campus and public.

NOTE: This university student conduct system may be subject to change without notice in cases involving civil or criminal prosecution.

The Rights of Students Charged with an Honor Code Violation

When charged with violating the Honor Code, students have specific rights. They are entitled to:

- have a written statement of the charges.
- have written notice of the date, time and place of the hearing. (This right may be waived by the charged.)
- have the hearing postponed for good cause. (Request for postponement must be made no less than two days prior to the scheduled time of the hearing and must be made in writing to the director of Student Conduct.)
- have an advisor from within Elon University's faculty/staff/student community.
- hear and respond to the information that supports the charges against him/her.
- provide information on his/her own behalf.
- obtain witnesses on his/her own behalf.
- question witnesses present at honor board hearings.
- appeal the decision based on the criteria for appeal.

The Rights of Students Bringing Charges

When reporting allegations of personal violence or sexual harassment/misconduct, students have specific rights. They are entitled to:

- have written notice of the date, time and place of the hearing.
- participate in the hearing.
- have the hearing postponed for good cause. (Request for postponement must be made no less than two days prior to the scheduled time of the hearing and must be made in writing to the director of Student Conduct.)
- have an advisor from within Elon University's faculty/staff/student community.
- hear and respond to the information related to the charges.
- provide information on his/her own behalf.
- obtain witnesses on his/her own behalf.
- question witnesses present at board hearings.
- know the final outcome of the hearing and any appeal process.
- appeal the decision based on the criteria for appeal.

Students who have questions about their rights should contact:

For Academic Policy cases:
Dr. Mary Wise
Associate Vice President of Academic Affairs

For Social Policy cases or general questions regarding the honor system:
Ms. Jodean Schmiederer
Assistant Dean of Students

Sanctions

Warning/Probation/Suspensions

NOTE: Students sanctioned with Preliminary Suspension or Disciplinary Suspension **lose the privilege of participating in Study Abroad programs for one year** (from date of incident). All deposits or payments for Study Abroad will be forfeited without reimbursement. Students also **lose the right to hold a leadership position for one year** (from date of incident) for any student club/organization or university program. For this level of offense and higher, student conduct records are maintained by the university for five years and may be requested when students are applying for graduate school or employment.

Students are not considered to be in "good standing" with the university while they are on disciplinary probation or a higher level of probation and/or have outstanding sanctions.

Students who do not complete sanctions by the assigned due date may have sanctions increased or may be charged with "Failure to Comply with the Lawful Directive of a University Official." Sanctioning levels will increase and may result in consequences that are more serious.

Academic Censure

Censure is the minimum sanction assigned for academic policy violations. A disciplinary record will be created and maintained in the Office of Student Conduct. The file will contain all documents pertaining to the incident and conduct process. A letter will be sent home to the parent(s) or legal guardian(s) of a student placed on academic censure.

Reprimand

An incident may be considered to be minor and spontaneous in nature (no planning or pre-meditation) by the student. The reprimand is notification to the student that s/he has been found responsible for a violation and that any other violations of university regulations for which the student is found responsible will result in sanctions that are more serious. A reprimand remains in effect for one calendar year. If there are no additional violations during that time, the reprimand is removed from the student's record.

Official Warning

The official warning is notification to the student(s) that s/he has been found responsible for a violation and that any other violations will result in sanctions that are more serious. An incident may be considered to be mild in nature and outcome but one that could have negatively influenced/affected the community. Official warning is a statement to the student(s) that s/he needs to reevaluate his/her behavior before serious action has to be taken. If the violation involves drugs or alcohol, a letter will be sent to the parent(s)/guardian(s) with notification of the Official Warning.

Disciplinary Probation

A probationary status, imposed for a specific time period, during which a student is expected to show a positive change in behavior. A letter is sent home to the parent(s) or legal guardian(s) of a student placed on disciplinary probation with notification of probationary status. Any alcohol and/or drug violations will be specified in this letter to the parents. Any violations occurring during the probation period will likely result in Preliminary Suspension or Disciplinary Suspension.

Preliminary Suspension

A unique probationary status in which the student is expected to immediately exhibit a marked improvement in behavior or face suspension from the university. The sanction of disciplinary suspension was considered for the student but was not deemed necessary. If the student does not meet all special

stipulations associated with the preliminary suspension or if s/he is found responsible of violating any other rule, regulation, policy or law, s/he may be sanctioned with disciplinary suspension from the university.
A letter is sent home to his/her parent(s) or legal guardian(s) with notification of preliminary suspension status. If the violation involves alcohol and/or drugs, it will be specified in this letter.
See the beginning of this section for institutional policies related to Preliminary Suspension and a student's ability to participate in Study Abroad programs and student leadership positions.

Disciplinary Suspension

The removal of a student from the university for a specific period of time. The student may apply for readmission at the end of that time, but will not be approved unless all other sanction deadlines have been met. It is expected that s/he will make every effort to rectify any previous misconduct by displaying irreproachable behavior in the future. A letter is sent to the parent(s)/guardian(s) with notification of suspension status. Alcohol and/or drug violations will be specified in this letter.

While a student is suspended, s/he may not return to the campus or participate in any programs or activities of the university without written permission from the assistant dean of students for student conduct or the assistant vice president for academic affairs. If the student returns to the campus without written permission during the suspension period, his/her eligibility to return to Elon in the future may be jeopardized.

This is the standard sanction for a student with a second academic policy violation. While a student is suspended for academic policy violations, s/he may not enroll in Elon University classes either on or off campus; nor may students transfer credits back to Elon for any course s/he may choose to take at another institution while on suspension.

Suspended students will only be refunded Board and Tuition using the refund schedule outlined in the Academic Catalog. All other fees and charges are forfeited.

When the student returns to Elon, s/he will be on Preliminary Suspension for one year from the return date. If s/he is found responsible of violating any other honor code, regulation, policy or law, s/he may be sanctioned with an additional suspension or permanent separation from the university.

See the beginning of this section for institutional policies related to Disciplinary Suspension and a student's ability to participate in Study Abroad programs and student leadership positions.

Permanent Separation

Permanent removal from the university. Students separated from the university will be refunded Board and Tuition only, using the refund schedule outlined in the Academic Catalog. All other fees and charges are forfeited.

If a student is permanently separated from the university, a notation will be made on the official transcript and a letter will be sent to his/her parent(s) or legal guardian(s) notifying them of the separation. Alcohol and/or drug violations will be specified in this letter.

Students who are permanently separated from the university may not return to the campus or participate in any programs or activities of the university without written permission from the assistant dean of students for student conduct or the associate vice president for academic affairs. If the student returns to the campus without written permission, s/he may face criminal charges.

Additional Sanctions

Alcohol Education Class

Students found in violation of an Alcohol Policy may be assigned to complete an alcohol education class or a program such as e-chug, College Alc, Alcohol 101 Plus. The fee, if any, for these programs is the student's responsibility and must be paid before the program begins.

Campus/Community Restitution Hours

Campus and/or community restitution hours are intended to benefit the individual and the campus (such as working in a campus office or completing an assigned project). Hours must be completed with an Elon University office or organization unless pre-approved by the Hearing Officer. If a student does not complete the assigned restitution hours by the required date, hours may be increased, a $200 fine may be assessed, and/or student may be additionally charged with Failure to Comply with the Lawful Directive of a University Official.

Counseling, Psychological or Psychiatric Assessment

Students may be required to complete a psychological or psychiatric assessment by a certified provider. Students must follow any treatment or referral recommendation resulting from the assessment and provide documentation of compliance. Students are responsible for any cost associated with the assessment and treatment.

Educational Sanctions

The hearing decision may include an educational project or task individually tailored to the specific situation and intended learning outcomes. Some examples of these sanctions include papers, book reports or program development and implementation. Assignments must be presented to and approved by the hearing officer or designee in order for the sanction to be considered complete. Students may be required to complete a follow-up meeting for this sanction to be considered complete.

Fines

Students may be required to pay a reasonable sum of money as a sanction. Fines double if not paid within five business days or by the assigned due date. Students who do not complete restitution hours by the assigned deadline may be assessed an additional $200 fine.

Loss of Financial Aid

The Higher Education Amendments of 1998 state that any student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance may not be deemed eligible to receive any grant, loan or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified by law.

Loss of University Housing

A student may be removed from residing in university-owned or leased housing as part of an imposed sanction. If a student loses housing privileges, a letter will be sent to his/her parent(s) or legal guardian(s) with notification of his/her housing status. Room rent for the remainder of the student's housing contract period may not be refunded.

Residence Hall/Apartment/Greek House Relocation
A student or group may be required to move to another room, residence hall, apartment, or residence area because of their lack of willingness to live within the rules of his/her present residential community, or uphold university policies. For individuals, this sanction will be assigned in situations where the hearing board or hearing officer believes the student would benefit from a change of environment in order to conform to acceptable group living standards. This includes university-leased housing as well.

Restitution
Reimbursement for damage or loss to person(s) or property or misappropriation of property, either through appropriate repairs or monetary compensation, may be imposed as a sanction.

Substance Abuse Assessment
Students found responsible for alcohol- or drug-related violations may be required to complete an assessment at the Ellington Health and Counseling Center or by a certified substance abuse counselor/provider. Students must follow any treatment or referral recommendations that result from the assessment and forward appropriate additional documentation to the Office of Student Conduct. Students are responsible for any cost associated the assessment and treatment.

Suspension of Social Privileges
An individual student, residence hall floor, suite, apartment, or student organization may lose social privileges that are specified with a particular sanction. The student or organization may not participate in extracurricular events or represent the university on or off the campus, except for activities that are required to meet class assignments. Level of participation in varsity sports will be determined on a case-by-case basis.

Course Grade Implications

For academic policy violations in which a student pleads or is found "responsible," the instructor has full authority to assign any grade deemed appropriate. For example, he or she may elect to fail the student for the assignment, for a related unit in the course, or for the entire course.

Lowered grade for the assignment/unit:
An instructor may lower the grade or give the student an "F" for an assignment or a related unit of the course based on an academic honor code violation (not intending for the student to fail the entire course based on the honor code violation). The violation is recorded in the Office of Student Conduct and documentation is kept in the student's conduct file.

- Transcript implications: The final grade submitted for the course will not contain any notation indicating that an honor code violation has occurred.
- Course Repeat Policy: The student may repeat the course consistent with the University's course repeat policy.
- Grade Appeal policy: While students may appeal a course grade through the University's grade appeal policy, they may not base their appeal on the instructor's assignment of an "F" for the assignment or unit resulting from the academic policy violation.

Lowered grade for the course:
An instructor may lower a grade or fail a student in a course based on a student's having been found responsible for an academic policy violation. The violation is recorded in the Office of Student Conduct and documentation is kept in the student's conduct file.

- Transcript implications: the grade recorded by the registrar on the student's permanent record will be as assigned with no notation that the grade originated from an honor code violation.
- Course Repeat Policy: The student may repeat the course consistent with the University's course repeat policy.
- Grade Appeal policy: Students may not appeal a failing grade in a course with an honor code violation through the University's grade appeal policy.

A grade of "Honor Code F" for the course:

An instructor may assign the grade of "Honor Code F" for a violation of the academic policy. The violation is recorded in the Office of Student Conduct and documentation is kept in the student's conduct file.

Transcript implications: this will be recorded by the registrar on the student's permanent record; however, it will not be noted as an honor code violation on the student's grade report or permanent academic transcript.

Course Repeat Policy: The student may repeat the course at a later time; however, the credit hours and quality points for the original class will be retained, thus lowering the student's overall grade point average. The standard course-repeat-rule in the Elon University Academic Catalog is not applicable for courses in which an instructor has elected to assign a student an "Honor Code F" based on an honor code violation.

Grade Appeal policy: Students who receive an "Honor Code F" for a course given by the instructor based on the student's being found responsible for an honor code violation may not appeal that failing grade through the University's grade appeal policy.

Parent/Guardian Notification

Elon University appreciates the involvement of parents and guardians in the educational process. Parents will be notified when their student is found responsible for violating any section of the Alcohol or Drug Policy and sanctioned to Official Warning or higher. We will also notify parents/guardians when their student is placed on academic censure, disciplinary probation, preliminary suspension, disciplinary suspension, permanent separation or loss of housing privileges.

The student's parents or legal guardian(s) will be notified concerning the disciplinary action unless the student can provide documentation of independent status. All violations of the alcohol or drug policy will be noted in the letter.

Student Conduct Records

The University maintains a file in the Office of Student Conduct for each person found responsible for an academic or social policy violation. Student Conduct may, under FERPA exception, disclose information related to student conduct records to Elon University officials with legitimate educational interests. The Office of Student Conduct may, at the student's request, reveal its contents to other university departments, employers, schools and others. The conduct officer is required to provide access to a student's file when subpoenaed by a court or federal agency, or as otherwise required by law.

A student wishing to view his or her conduct file should contact the Office of Student Conduct to schedule an appointment. Federal law requires that the requested file be reviewed and information on any other student be redacted. The requesting student will be permitted to view his or her prepared file, but will not be allowed to copy, take pictures, or otherwise record the documents.

Files for students given sanctions of preliminary suspension, disciplinary suspension or permanent separation are normally maintained for five years from the date of the student's last violation. Files for students given lesser sanctions are normally maintained until the student graduates, and then conduct records are expunged. Files for students who have graduated with incomplete sanctions may be maintained for five years or until the sanction is completed.

Prior to a Spring or Summer term graduation, the Office of Student Conduct may expunge records for students in good standing upon request of the student during Winter Term of his/her senior year. Prior to a Fall or Winter term graduation, expunction requests may be submitted after the beginning of the Fall term. The Office of Student Conduct offers this opportunity as a courtesy to students. It is the student's responsibility to complete the Record Expunction Form and return it to the Office of Student Conduct.

Academic Integrity Policy and Form

Student Conduct Process Chart
Academic Integrity Incident Form

As a member of the university community, each faculty member has a responsibility to promote and enforce the academic integrity policy. This responsibility involves appropriate interpretation of the integrity policy and the promotion of conditions favorable to academic integrity and academic citizenship. Instructors should provide:

1. Clear exposition of the values of Elon's integrity policy and students' obligations to uphold the policy;
2. The maintenance of order;
3. Demonstration of the importance of personal interest, fairness and mutual consideration; and
4. Uniform procedure in handling violations.

It is recommended that faculty ask students to sign an honor pledge for all tests, examinations and all outside written work which is to be completed independently. Additionally, students may indicate that they have neither given nor received unauthorized aid.

Each faculty member should indicate to his/her classes the policies regarding assigned work done outside of class, indicating when and how collaboration and use of resources is acceptable.

If an instructor has reason to believe that a student has violated the honor code by cheating, plagiarizing, lying, stealing, vandalizing or facilitating academic dishonesty in others, he/she is to indicate to the student that there is a problem and arrange for a meeting. During that meeting, the charge is to be explained to the student, and the student is asked whether he/she wishes to take responsibility.

In cases where students take responsibility, the instructor should assign sanctions related to the course and return the completed Incident Form to the associate vice president for academic affairs who will then assign institutional sanctions.

In cases where the student **does not accept responsibility** for the identified violations, the instructor should complete the Incident Form, then take it and any evidence to the associate vice president for academic affairs who will arrange for a hearing before the honor board.

The instructor is responsible for completing the grade report for the course the student is enrolled in. In no case may an honor code F or any reduction in grades or student credit for work be assigned in a course without the student either accepting responsibility or having been found responsible by the Honor Board, and all necessary paperwork is completed.

The office of the provost/vice president for academic affairs will determine and administer any institutional sanctions (in addition to course related sanctions given by the faculty). Institutional sanctions include, but are not limited to academic censure, probation, suspension or dismissal from the institution for students whose violations are grievous or repeat offenses.

Appeal Procedures

Any student (respondent or complainant) wishing to appeal the decision of any hearing body must submit a letter to the assistant dean of students (social policies) or associate vice president for academic affairs (academic policies) by 5 p.m. on the second working day after the initial decision is rendered.

The appeal officer or University Appeals Board has the authority to:
- Uphold the original decision;
- Uphold the original decision but change the sanction (more or less severe);
- Change the not/responsible decision; or
- Remand the case to the original hearing officer or hearing board.

NOTE: The written appeal must be clear and specific as the appeal officer or University Appeals Board may base its decision solely on the written appeal. An appeal does not guarantee the opportunity to meet with the appeal officer or board. The written request must contain a detailed statement of the grounds for appeal, the date, and the signature of the student. Only those requests for appeal on the following grounds below will be considered. The review by the appeal officer or board will be based on these grounds and will not be a rehearing of the original case.

New Facts
Discovery of **substantial** new facts that were unavailable at the time of the hearing and which could affect the hearing outcome.

If the appeal is based on **substantial new facts, the request must outline the following**:
- Source of new information;
- Name(s) of who can present this information;
- Reason(s) why this information was not presented at the original hearing; and
- Reason(s) why this information may contribute to a decision other than that which was originally made.

Inappropriate Sanctioning
If the assigned sanctions are either excessive or too lenient and **are not consistent with the sanctions presented in the student handbook**, the request for an appeal must include specific information indicating why the sanction is deemed inappropriate.

Procedural Violation
If there was a **substantial** violation of the hearing procedure.

If the appeal is based on **substantial violation of hearing procedure, the request must outline the following**:
- Citation of specific procedural errors with appropriate reference;
- Reason(s) why procedural error was not mentioned in the original hearing; and
- Reason(s) why correction of error can contribute to a decision other than that which was originally made.

Appeals for Social Policy Cases

Appeal Process for Sanctions less than Disciplinary Suspension or Permanent Separation from the University:

The assistant dean of students for student conduct or his/her designee will review requests for appeals from students. The decision of the assistant dean is final.

In those cases where the assistant dean of students was the original hearing officer, the request will be forwarded to the assistant vice president for student life who will review the appeal. The decision of the assistant vice president is final.

Appeal Process for Students Assigned Disciplinary Suspension or Permanent Separation from the University or cases involving sexual misconduct:

The assistant dean of students for student conduct will forward the request for appeal to the assistant vice president for student life who will review the request for appeal. If the request meets the grounds for an appeal, the University Appeals Board will review the case. The decision of the appeals board is final.

Appeals for Academic Policy Cases

A student found responsible for academic policy violations may request an appeal of the honor board decision or the "university related" sanctions assigned by the associate vice president for academic affairs. (Grade-related sanctions may not be appealed). If an appeal hearing is granted, it is heard by the University Appeals Board and their decision is final.

University Appeals Board

The University Appeals Board is comprised of the vice president for Student Life or his designee, the provost and vice president for Academic Affairs or his designee, the president of the Student Government Association (SGA) or another executive officer of the SGA and a faculty member. (In cases related to sexual harassment/misconduct, members will have been trained in both the conduct process and the issues related to personal violence and sexual misconduct.)

Office of Student Conduct

The Office of Student Conduct is responsible for coordination of the University's honor system. This includes, but is not limited to:

- Maintaining official university records for all violations (social and academic) of the honor code;
- Notifying parents when students are found responsible for certain violations (See "Sanctions" section);
- Training and advising members of the University's Honor Board;
- Investigating and adjudicating all reports of social policy violations;
- Periodic review and update of Elon's honor code and violations of community standards;
- Promoting awareness of the Elon honor code and related policies;
- Conducting periodic meetings with campus and local law enforcement agencies; and
- Training and supervision of Administrative Hearing Officers.

For information related to the Elon University Honor System (including the Honor Code, violations, policies, and the conduct process), go to the Student Handbook.

Office of Student Conduct

Jodean Schmiederer, Assistant Dean of Students,
jschmiederer@elon.edu
Fax: (336) 278-4110

Whitney Pack Gregory, Director of Student Conduct
wgregory@elon.edu
Fax: (336) 278-4108

Chris Jamison, Case Manager for the Office of Student Conduct
cjamison3@elon.edu
Fax: (336) 278-7266

Paula Zachary, Program Assistant
zachary@elon.edu

Fax: (336) 278-4109

Office location: 211 Moseley Campus Center
Mail: 2975 Campus Box, Elon, NC 27244
Phone: (336) 278-7271

Additional Administrative Hearing Officers for Social Policy Violations

TJ Bowie, Assistant Director of Residence Life (Danieley Center)
Office location: Danieley Center-General
Phone: (336) 278-7310
tbowie@elon.edu

Dawn Douglas, Assistant Director of Residence Life (Colonnades)
Office location: Colonnades-A 113
Phone: (336) 278-7340
ddouglas5@elon.edu

Shelvia English, Assistant Director of Residence Life (The Oaks)
Office location: McCoy "Oaks" Commons 103D
Phone: (336) 278-4321
senglish2@elon.edu

Angel Garcia, Assistant Director of Residence Life (East Area)
Office location: Smith 102
Phone: (336) 278-7315
agarcia7@elon.edu

Chris Jamison, Resident Director (Crest)
Office location: Moseley 211
Phone: (336) 278-7266
cjamison3 @elon.edu

Taryrn Njagu, Assistant Director of Residence Life (North Area)
Office location: Chandler 103c
Phone: (336) 278-7313
tnjagu@elon.edu

Shana Plasters, Director of Greek Life
Office location: Moseley 209
Phone: (336) 278-7224
splasters@elon.edu

Eden Esters, Assistant Director of Greek Life
Office location: Moseley 209
Phone: (336) 278-7225
eesters@elon.edu

General Campus Policies and Regulations

EVENTS AND UNIVERSITY SPACES

Academic Village Amphitheatre and Phi Beta Kappa Plaza Use

Campus organizations or individuals wishing to host events (initiations, speakers, forums, musical events, etc.) in the amphitheater in the Academic Village must have an event registration request approved at least one week in advance at the Moseley Front Desk. Classes may be held on a first-come, first-serve basis, but classes may not be scheduled for the amphitheater on a routine basis. Event registration is not required for individuals and informal, small group use of the amphitheater for discussions, reflection, studying and other low-key activities.

Civic Engagement, Activities, Protests and Demonstrations

Elon University seeks to encourage students to be civically and politically aware and involved, and supports a vibrant environment where students express their views openly on any part of the campus. The university requires that activities and events be registered to ensure safety and the orderly functioning of the university, but does not censor or marginalize any group or point of view. In exercising their free speech rights, University community members assume responsibility for the consequences of their actions and do not represent the university. All forms of speech/protest must adhere to state and federal laws, as well as the university honor code, and must not interfere with the normal operations of the university. Please refer to the Civic Engagement website at http://www.elon.edu/e-web/students/civic_engagement/ for the university's statements and guidelines for Campus Events, Demonstrations, and Student Protests. More detailed policies are found within the Student Handbook, but a brief summary of policies approved by the Student Life Committee is presented here.

To provide a particularly convenient and visible location for spontaneous student activism and civic engagement activities/programs on campus, the west lawn of Moseley Center is designated as a "Speakers' Corner" for individual students or student groups. Due to the construction fence for the new Global Dining Hall, this area has been temporarily relocated to a space in the Young Commons where the Moseley Center and Koury Athletic Centers intersect. Typical activities might include, for examples, displaying a signboard on which students may write their opinions, chalking the sidewalk, student speeches or handouts on a current issue, a memorial vigil, etc. Such activities must be registered at the Moseley desk. After the event is registered, the activity may begin within 24 hours and, in many cases, may begin immediately. Students may be assigned to areas on the Young Commons to accommodate and maximize the success of multiple activities. These activities do not involve persons outside the university, are not amplified, and do not disrupt others, or damage property (including the lawn itself). The West Lawn registration form is available at the Moseley Center front desk or at http://www.elon.edu/e-web/students/campuscenter/forms.xhtml

STUDENT DEMONSTRATIONS AND PROTESTS:

Demonstrations and protests may be registered in advance of the planned activity by completing the Event Registration form available at the Moseley front desk or online athttp://www.elon.edu/e-web/students/campuscenter/forms.xhtml. Note: The registration of demonstrations and protests will be expedited and approved within three days. Students may protest or hold demonstrations in any part of campus, including the Phi Beta Kappa Plaza, the Young Commons, and the Chandler or Fonville Fountain. When protests or demonstrations occur in the context of a speaker on campus, audience members may not infringe upon others' ability to view or to comprehend the speaker. Protests and demonstration areas, if established for a campus speaker or program, must be visible and in proximity to the event.

Campus Events and External Groups

Political activities that have the potential to be a campus event or involve outside groups, such as a state or national political candidate, must be reviewed and approved by a committee comprised of appropriate senior staff members, Safety and Security Staff, and the chair of the Academic Council. Guidelines for these events are presented in the Memorandum of Understanding for Campus Events and External Groups and may be found at the Civic Engagement website at http://www.elon.edu/e-web/students/civic_engagement/

Parties and Event Registration

All recognized campus organizations; programs and classes wishing to host events (parties, speakers, programs, etc.) must complete an event registration form one week in advance with the Moseley Center Front Desk. If the event is taking place off campus, registration must be completed two weeks prior to the event. Events taking place off campus and with alcohol will require additional forms.

Posters and Publicity

All signs or posters which are to be placed on the campus must be approved the Moseley Center front desk. Please bring the sign or poster to be approved before it has been duplicated.

The Director of Campus Center Operations manages the posting/publicity policy. The following offices are responsible for approving posters and flyers on campus in the approved manner and places consistent with all rules described in the handbook:

Moseley Center - university programs and miscellaneous items (e.g. banners, chalk, etc.) not covered by the following offices. Any off-campus business must advertise in the Pendulum.

Campus Recreation - athletic teams, campus recreation clubs

Cultural Programs - all programs and activities associated with the Department of Performing Arts

Provost - academic departments, honor societies, departmental organizations

Religious Life - religious organizations

Residence Life - residence halls and programs

* Faculty, staff, students or student organizations in approved areas may post posters and signs only and with approval of the appropriate office. Failure to receive authorization will result in the removal of the signs or posters, restitution for any damage and may result in loss of posting privileges.

* Once a flier/sign has been authorized, it can remain posted for a maximum of 30 days or until the "down" date. Individuals or groups who receive authorization are responsible for removing their posters/signs within 24 hours after the posting date has expired.

* No reference to alcoholic beverages or bars may appear on any poster or sign. This includes, but is not limited to, BYOB or YOUR FAVORITE BEVERAGE.

* All signs/posters must be in good taste, consistent with university policies, and shall not contain sexist, racist, profane or derogatory remarks, or nudity. The university retains the right to deny posting of any materials on campus.

* All posters and digital signs must have the name of the sponsoring organization/individual on the PowerPoint

* Approved locations for posting: Signs and posters may be placed on the bulletin boards throughout the campus as well as on outdoor kiosks. Signs and posters are not to be placed on walls, doors, windows, restrooms stalls, or mirrors, the balconies or railings of Moseley, refreshment machines, wood or plaster columns, or any other parts of buildings, including the colonnades. Individuals or groups who post signs or posters in unauthorized locations will be required to remove the posters and may lose their posting privileges. Repeated violations may result in Loss of organizational privilege to advertise .

* Groups wishing to place posters in Moseley Center must consult with the Director of Campus Center Operations.

* Banners: University offices that wish to publicize an event by using a banner must obtain permission from the director of campus center operations at least two weeks before the banner is to be hung. All banners must be professionally made and meet appropriate university standards for height, width and color (detailed information is available at the information desk at Moseley Center). The group must submit all information for approval prior to the making of the banner.

* **Table tents**: Recognized student organizations that wish to place table tents on the tables of the dining halls, the Octagon Cafe, Danieley Center Commons Food Court, Freshens and/or the Acorn Coffee Shop should first have the tents approved by. Director of Campus Center Operations. Once approved, permission for placing the table tents can be obtained by contacting the director of campus dining services, ext. 5333.

* **Using chalk on sidewalks**: Recognized student organizations that wish to publicize an event by using chalk on sidewalks must obtain permission from the director of campus center operations at least three working days in advance of the advertising date. The group must submit all sayings for approval. The organization must agree to use only chalk and must clean all areas within 24 hours after the event. Chalking on brick walkways is prohibited.

* **Posting in residence halls**: Only signs and posters approved by the appropriate office will be considered for distribution/posting in the residence halls. Students or recognized student organizations that wish to have signs/posters placed on residence hall bulletin boards must bring 80 copies of the approved sign/poster to the Office of Residence Life. The residence life staff will place the information on the bulletin boards. Distribution to student rooms is not permitted.

* All posters and signs must be removed from the campus within 24 hours after the event

The Moseley Center now offers new Digital Posters instead of traditional posters that students, faculty, and staff can use to promote campus organization and events. On this page, you will find all the information policies and procedures in regards to the digital advertisement.

Digital Poster Procedures:

Using Power Point:

Create a new document with page dimensions of 11.25" wide by 20" tall. * (Call x5200 for help).**Click Here for PowerPoint Template**

1. Design the electronic poster and insert your desired content.
2. Save the file in the program format or as a .jpg (files saved as .jpg can not be edited). Please use the following naming scheme for the file name: *group or organization name_poster or event title_date to remove*. (For example: sub_fall concert_10-6)
3. Submit electronically to moseleyads@elon.eduas an attachment with posting instructions (start date, end date, etc) included in the body of the E-mail.
4. You will receive a confirmation E-mail when digital poster has been uploaded to the Moseley digital displays.

If the poster is not designed to required dimensions, it cannot be posted. Please direct all questions to Drema Holder or the Moseley at ext. 7215.

In an effort to address the need to advertise and promote events in the Moseley Center, the following options are currently available:

1. Information Board (across from the mailroom) – In Order to place information on this board, please submit approved information at the Information Desk to be posted by the Moseley Center staff.

2. Table Reservations – Three locations in the Moseley Center have been designated areas for groups to solicit information and participate in fundraising. Reservations may be made at the Information Desk. Please refer to the Student Handbook for more information.

Room Reservation Procedures

Recognized student organizations may make room reservations by following the procedures listed on the Event Request website at http://www.elon.edu/e-web/students/campuscenter/forms.xhtml
Only authorized student leaders may make room reservations. Groups must follow all event management guidelines and procedures.

Solicitation, Fundraising, Merchandising

Students should be free from unnecessary distractions and be able to live and study in an environment that is predictable and orderly. Unauthorized soliciting, merchandising or canvassing on campus is prohibited. If recognized student organizations wish to sell articles or conduct fundraisers for their philanthropies or canvass for political or other reasons, they may do so after obtaining approval one week in advance and in writing. No publicity concerning the sale may be posted prior to receiving the written approval of the director of Greek life or the Moseley Center. (All other organizations and campus programs). These activities are encouraged but, for the orderly functioning of the university, must be coordinated. When approved, it is often stipulated that such activities be conducted in a manner such that students are not approached but, instead, students may choose to approach the solicitor, vendor or canvasser. No door-to-door solicitation or canvassing is allowed on the Elon University campus except as specified in the Student Government Association Election Guidelines. Students should ask solicitors, vendors or canvassers for proof of authorization.

Raffles and chance drawings are not permitted on campus.

Organizations that want to solicit prizes and gifts from Companies must first attain approval from the Office of Institutional Advancement and the Office of Student Development located in Moseley 206.

The use of Elon University Internet or E-mail Resources for private business or commercial activities,

fund-raising, merchandising, solicitation or advertising on behalf of non-university organizations, or the reselling of Elon University Internet Resources to non-university individuals or organizations, and the unauthorized use of the university's name are prohibited. The assistant vice president for University Relations and the University's Web Policy Advisory Committee may specify rules and specific forums to allow limited use of university Internet resources by organizations for commercial exchange.

COMMUNITY POLICIES

Accidents

Members of the university who are involved in accidents (falls, automobile, etc.) on campus should report the accident immediately to Campus Safety at ext. 5555. An additional report should also be filed with the assistant vice president for business and finance, Alamance 107. Follow this link http://www.elon.edu/docs/e-web/administration/businessfinance technology/Accident%20Reporting%20Form.pdf

Change of Address/Phone Number

If a student's address or phone number changes at any time, he/she must notify the Registrar immediately. It is essential that the university have current information to contact students about official academic matters and in case of emergency. The university requests students to maintain their current cell phone numbers on On Track for emergency use; cell phone numbers will not be given out without permission of the student.

E-ALERT

E-Alert is part of Elon's emergency notification system and enables the university to send urgent news to your mobile device and/or email. Once you sign up for the service, Elon can text your mobile device and/or email you timely information about emergencies, class cancellations, and important weather information.
To receive these emergency messages, you must register at www.elon.edu/e-alert. There is no charge from Elon to use the service. The service is available to all current students, faculty and staff of Elon University. Learn more at www.elon.edu/wiki [search: e-alert].

Inclement Weather Policy

The university remains open during times of snow and ice storms or other types of inclement weather in order to serve resident students as well as commuters who live close to campus. If weather conditions become so severe as to render it hazardous for students to drive to campus, those students who choose not to travel on that day will, in no sense, be penalized for failure to do so. The most accurate and up-to-date information about the status of classes and campus services can be found on the E-net! Web site (www.elon.edu/e-net). Students are encouraged to check the Web site frequently for updates, schedule changes and closures. Students may also access important bulletins by calling the Elon severe weather hotline at (336) 278-SNOW (7669). In addition, student may receive important weather-related messages via the E-Alert cell phone text messaging system. Many local TV and radio stations also broadcast information concerning class cancellations or campus closure, but these sources are not as reliable or accurate as the E-Net or E-Alert systems.

Hazing

Hazing is against North Carolina state law. N.C. Statutes 14.35-14.36, define the practice as, "to annoy any student by playing abusive or ridiculous tricks upon him; to frighten, scold, beat or harass him, or to subject him to personal indignity." Any violation constitutes a Class 2 Misdemeanor. State law requires that the faculty or governing board of a college or school expel any student convicted of hazing in court.

The hazing policy exists for the protection of the rights and well being of students. Since 1978, more than 75 students have been killed and hundreds injured in hazing incidents at schools and colleges in the United States. In none of these cases did the group set out deliberately to harm someone. In nearly all the incidents, the use of alcohol was a factor.

Weather conditions, unforeseen circumstances, hidden physical or psychological disabilities, pressure from the group -- these and other factors can cloud the judgment of those in charge and turn what began as fun into a haunting tragedy. The university will not risk such an incident happening at Elon. It would be unconscionable and unethical for the university to sanction in any way a policy that could conceivably result in harm to a student.

It is a misperception that hazing only occurs in fraternities and sororities. Other groups and individuals have been found responsible for hazing. In instances involving other groups and individuals, the sanctions are the same as for those groups and individuals with Greek affiliation. Those "simple" residence hall pranks or athletic team traditions for new members may indeed be considered hazing! It is in the best interest of every individual and group to consult with the director of Greek life prior to planning any activity to make sure it is not considered hazing.

In addition, to be considered is the personal risk involved for groups and individuals convicted of hazing. The Elon University Honor Board has, in the past, disciplined even new members who participated in hazing; those in charge were given maximum penalties. Personal liability is another consideration. In the event of an injury, not just the organization is liable but also the individual members involved. It could take years to satisfy the demands of a major lawsuit.

It is important to note that hazing is not essential to the success of an organization. The strength of such the groups depends on the respect and trust that evolve among members. Hazing does not build such relationships.

The student life division has carefully outlined the university policy on hazing and will continue to conduct an extensive awareness campaign. This policy will be enforced, and violators will be prosecuted to the extent allowed.

Student Complaints

The Student Complaint Form provides students with an avenue to submit a concern regarding any area on campus for which no other specific process exists. Students will receive confirmation that the complaint was received and routed to the appropriate office within 24 business hours. This form should not be used to submit complaints or grievances regarding:

- Sexual Harassment (http://www.elon.edu/e-web/students/handbook/genpol.xhtml)
- Disabilities (http://www.elon.edu/e-web/academics/support/disabilities_services.xhtml)
- Grade appeals (http://www.elon.edu/e-web/students/handbook/affairs.xhtml#appeal)
- Student Conduct Appeals (http://www.elon.edu/e-web/students/handbook/appeal.xhtml)

If this is an emergency situation, students should call for emergency response at 911 or contact campus safety and police at 336.278.5555.

To access the Student Complaint Form: www.elon.edu/students/complaint

Questions about this form should be directed to Susan Lindley, Executive Assistant to the Vice President for Student Life and Dean of Students at 336.278.7220 or slindley@elon.edu.

Professional Boundaries Between Faculty, Staff and Students

All faculty, including any University staff employees with teaching responsibility or any position of authority with students as described below, are expected to maintain appropriate professional boundaries in their relationships with students. In keeping with the Elon University mission, faculty and staff relationships with students must maintain a central focus on student learning and development. Inappropriate relationships that potentially jeopardize the centrality of this focus are contrary to the mission of the University and counterproductive to the educational process. Intimate relationships between faculty and students or staff and students, even of a consensual nature, are inherently problematic due to the unequal status of faculty and students or staff and students. Therefore, any employee with teaching responsibility or other position of authority in relation to students may not engage in such inappropriate relationships with students. Pre-existing relationships are exempt from this policy.
An inappropriate relationship is defined as any romantic or physically intimate liaison. Positions of authority include, but may not be limited to, teaching, evaluating, supervising, coaching, or advising a student or student group.

Note: Students (including employees enrolled in Elon classes) who allege violation of the Professional Boundaries policy by faculty or staff should use the process identified in the Student Handbook for addressing such violation.

Psychological Emergencies

A student who experiences a psychological emergency, including attempts to harm himself/herself, may be required to leave campus and will be required to have a psychological evaluation. If the psychological emergency involves a community disturbance, disrupts the orderly functioning of the university, requires more supervision than the university can reasonably provide, or jeopardizes in any way the safety of the student or others, the student may be required to remain off campus. The student may be required, at his/her own expense, to be evaluated by an off campus, licensed health care provider.

The director of counseling services (or designee) will prepare an evaluation of the student's capacity for remaining enrolled at the university. The director of counseling services will make a recommendation to the vice president of student life and dean of students regarding the student's ability to return to the university. The student's parent(s) or guardian may also be notified.

If the student is allowed to remain enrolled, he/she will be required to sign an Agreement to Return to Campus, which documents conditions for remaining enrolled. This agreement may include outpatient treatment, and the student, the vice president of student life and the director of counseling services will evaluate it each semester, winter term or summer term. At any of these times, the agreement may be terminated.

Parents or guardians may be required to assist the student. In the event of an extreme emergency such as a suicide attempt, or any extreme situation where the student's judgment is significantly impaired, until parents or guardians can be contacted the on-call counseling staff will assist with initial treatment recommendations. The student or his/her family will be responsible for all off-campus costs including transportation to the hospital, the initial evaluation and any hospitalization costs or outpatient treatment.

Respecting Diversity

As a holistic learning community, Elon University values diverse backgrounds and ideas from the United States and abroad as we seek to foster a pluralistic community based on shared experiences, the exchange of diverse perspectives, and learning about those different from ourselves. Respecting diversity at Elon means including and appreciating all individuals and groups to improve the learning experience for the betterment of the campus community.

Elon University will not support or condone behaviors that violate the integrity of any individual or group on the basis of age, race, color, creed, sex, national or ethnic origin, disability, sexual orientation, veteran's status or any other legally protected characteristic. While the university respects the right of its community to exercise free speech, behaviors will not be tolerated that may be considered harassment, destruction of property or acts of violence. Harassment on the basis of any protected characteristic in any form—verbal, physical, or visual is strictly prohibited. Examples of prohibited conduct include but are not limited to:

- Offensive language, remarks, pictures, calendars, etc.
- Inappropriate jokes
- Verbal abuse
- Unwanted physical contact

This policy applies to all students, employees, interns, contractors, vendors, and others in the university environment, and applies to students' behavior on and off campus. The University also prohibits retaliation against anyone because that person makes a good faith complaint, assists in an investigation, or otherwise exercises any rights protected by law or under this policy.

Communication of a threat or harm should be directed to police immediately by calling **911**. Incidents of harassment or discrimination may be reported to Campus Safety and Police; the Office of Student Conduct, Moseley 211; the Office of the Vice President for Student Life, Alamance 209; the Office of Violence Prevention, Moseley 233-D or the Office of Student Development, Moseley 206.

Sexual Assault and Sexual Harassment Offenses

Elon University will not tolerate acts of sexual abuse, assault, discrimination or harassment. Rape, acquaintance rape and other forms of sexual harassment are violations of an individual's rights. It is everyone's responsibility in the university community to become sensitive to and educated about the legal, social and university codes regarding behavior in these areas. For detailed information on Sexual Assault, Rape and University Services, see http://www.elon.edu/e-web/students/saa.

Reporting Acts of Sexual Assault

Students who believe they have been the victims of sexual abuse or assault have the right to report the incident to:

- The Office of Violence Prevention, Moseley 233-D,(336) 278-5009 or (336) 278-5555 for afterhours and weekend response;
- CrossRoads (Sexual Assault Response and Resource Center) (336) 228-0360; http://bellsouthpwp.net/c/s/csarrcen/contact.html
- Campus Safety and Police, and/or the Elon Police Department (Town of Elon Municipal Building)- call 911;
- Counseling Services, (336) 278-7280;
- Title IX Officer, Office of Student Development, Moseley 206 ;and
- The Office of Student Conduct, Moseley 211, (336) 278-7271.

In all cases of sexual assault reported to the university, the victim will retain control over his or her identity being released to other parties as allowed by law. If the victim is under the age of 18, the parent or guardian will be notified of the alleged assault.

Victims who report assaults on campus have these options: choose to have the case prosecuted in criminal court and/or considered for adjudication through the campus judicial system. They can choose to participate in either or both processes.

For general policy purposes, **sexual harassment** may be described as unwelcome sexual advances, requests for sexual favors and other physical and expressive behavior of a sexual nature where:

* Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;

* Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or

* Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment or educational environment. Sexual harassment also includes slurs, threats, derogatory or suggestive comments, unwelcome jokes, exposure to sexually-oriented literature or pictures, teasing or sexual advances and other similar verbal or physical conduct, including e-mail or other online communications.

Reporting Incidents of Sexual Harassment

Students who believe they have been the object of sexual harassment by a university employee or faculty person should report the incident(s) according to the procedures outlined in the *Title IX Policy* found in this Handbook. Students who believe they have been the object of sexual harassment by another student may report the incident to the Office of Student Conduct, Moseley 211.

Confidential support and resources are available to students who may have experienced sexual harassment of other acts of sexual violence by contacting Counseling Services at (336) 278-7280 or the Office of Violence Prevention at (336) 278-5009 or (336) 278-5555 evenings and weekends.

Smoking Policies

Elon University is a smoke free campus with respect to all facilities, except outdoor facilities. Smoking is not permitted within 30 feet of University Buildings or in Rhodes Stadium.

For purposes of this policy, smoking is defined as the act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind.
This policy applies to:

- Students;
- Faculty and Staff;
- Person using vehicles owned or leased by the University
- Campus visitors including contractors, consultants, and temporary employees. Contractors are expected to designate smoking areas on their work sites, to be approved by the university; and
- Employees of companies contracted to work at University such as dining services, the bookstore, etc.

It is expected that individuals who smoke will show concern for the neatness of the area and put smoking-related waste in proper receptacles provided for that purpose. Personal safety measures should be followed at all times.

The success of this policy depends upon the consideration, and cooperation of both smokers and non-smokers. All members of the Elon University community share in the responsibility of adhering to and enforcing this policy.

Technology Policies

For information about technology polices, please follow this link: http://wiki.elon.edu/x/EJdo

Title IX Policy

Federal law prohibits discrimination on the basis of sex (Title IX of the Education Amendments of 1972).The University has designated the following person as Title IX Coordinator to monitor compliance with these statutes and to resolve complaints of discrimination based on sex or gender:

Jana Lynn Fields Patterson, Assistant Vice President for Student Life, Moseley 206, 2970 Campus Box Elon, NC 27244, (336) 278 7200.

All members of the University community are encouraged to contact the Title IX coordinator if they are personally subjected to or if they observe conduct that may be in violation of Elon University's policies, which prohibit discrimination or harassment on the basis of sex. This includes acts of sexual harassment, sexual assault, sexual exploitation or sexual misconduct.

All reports of a potential Title IX violation must be investigated by the institution. To file the complaint, the individual may make a verbal statement to the Title IX Coordinator. The University shall protect the privacy of individuals involved in a report of discrimination or harassment to the extent allowed by state and federal law and University policy. However, the University cannot assure confidentiality of reports made to the Title IX Coordinator. A report of discrimination or harassment may result in the gathering of extremely sensitive information about the event(s) that may have occurred.

Members of the community may seek confidential guidance and support around these issues through the following campus resources. These resources may be consulted at any time in the process, including prior to making an official report. Because content of discussions with confidential resources is not reported to an office of record, such discussions do not serve as notice to the University to address the alleged discrimination or harassment.

- Counseling Services, R.N. Ellington Health and Counseling Center, (336) 278-7280
- The Office of Violence Prevention, Moseley 233, (336) 278-7129
- Employee Assistance Program (faculty and staff), Alamance Regional Medical Center, 1238 Huffman Mill Road, Burlington, NC 27215, (336) 538-7475.

Additional information about Title IX procedures are disseminated throughout the academic year.

Student Organization Policies

Code of Conduct and Judicial Proceedings

All students and student organizations are expected to abide by the Honor Code and all national, state, local and University policies.

Violations of the Honor Code will be considered for adjudication by the Office of Student Conduct. Questions may be directed to the Assistant Dean of Students located in the Office of Student Conduct, Moseley 211.

Contracts and Agreements

All contracts must be properly executed by the Director of Purchasing. Any contract signed by anyone (student, faculty or staff member) other than the Director of Purchasing will be considered null and void and the person who signed the contract or agreement will be responsible for all payments, etc, associated with the contract. The University will not take any responsibility for these contracts.

ARAMARK Dining Services has exclusive right to sell or deliver food on University property. Any use of outside food vendors must be approved by the Director of Dining Services in advance. All other goods and services are the exclusive contract with Barnes and Noble and selling or distribution of other goods must be approved in advance by the Director of the Campus Shop located in the Elon Town Center.

Questions about contracts and agreements for goods and services may be directed to the Director of Auxiliary Services, Moseley 206.

Event Registration

All events sponsored by student groups on campus must be registered with the Office of Campus Center operations (Moseley Center) and must follow event registration and management guidelines. Student groups (organizations, classes, etc.) should consult the Event Management Guidelines at http://www.elon.edu/docs/e-web/students/campuscenter/Event%20Registration%20and%20Request%20Guidelines%20Spring%202011.pdf

Funding and Fundraisers

Student groups should consult with the Director of Campus Center Operations (Moseley Center Information Desk) before planning any fundraisers. All fundraising activities must follow University polices.

Late Night Policies

All student events scheduled Sunday - Thursday must be concluded by 11 p.m. (Exception: university-wide events sponsored by the Office of Student Activities) . Events scheduled for Friday and Saturday must conclude by 2 a.m. Guests must clear the premises within 30 minutes of ending time and cleanup must begin immediately following an event and must be completed within 2 hours of the event.

Non-University Religious Life Groups

Non-university religious groups or organizations that wish to come to the campus to present programs or otherwise encounter students must have the approval of the vice president for student life and dean for students. The vice president will not grant such approval without the endorsement of the university chaplain.

Student Organizations and Recognition

All campus-recognized organizations are open to students regardless of race, color, disability, national or ethnic origin, and sex (exceptions being social fraternities and sororities, some sports clubs and a cappella groups). Some organizations may have academic requirements for admittance or charge fees for membership.

Students wishing to form student organizations must be approved by the University before they may reserve rooms or use field space; be listed on Elon documents as a group; advertise via flyers, posters, table tents, E-Net, WSOE or websites; participate in the Organization Fair; attend competitions, hold

performances, etc.; use university vehicles; or request funding from the Student Government Association. Student groups may not use the Elon name on campus, online, or off campus as a group, conduct tryouts or otherwise commence activities as an organization until approved as an official student organization. Contact the Center for Leadership, or visit the website http://www.elon.edu/e-web/students/organizations/forming.xhtml on steps for forming a student organization.

Recognition will be suspended for groups who do not submit by October 1 to the Office of Student Activities each year a membership roster, verification of an active faculty advisor and goals for the academic year. Organizations must also submit by April 1 of each year a progress report on achieving those goals and an updated roster.

Recruitment and Intake (Fraternities and Sororities)

Membership intake or recruitment (formerly known as "rush") is the mutual selection process by which fraternities and sororities recruit new members and introduce them to the benefits and responsibilities of fraternity and sorority life.

Elon University policy requires that a student interested in joining a fraternity or sorority establish a minimum cumulative grade point average at Elon before he/she can complete the recruitment process, and have completed 12 hours of study at Elon. Currently, the minimum GPA requirements are: Pan-Hellenic Council organizations (sororities) - 2.75, Interfraternity Council organizations (fraternities) - 2.7, and National Pan-Hellenic Council organizations (historically African-American fraternities and sororities) 2.5. The minimum GPA requisite is subject to change; please call the Office of Greek Life for detailed information.

Formal recruitment takes place each spring, but open recruitment events and information meetings are held throughout the school year. For more information contact the director of Greek life at ext. 7326, or visit the Greek life Web site athttp://www.elon.edu/greeklife

Travel Policies for Students

Elon University values faculty/staff mentored student travel as a developmental and educational experience. For this reason, Students provide resources and guidelines for travel. Organization Advisors and Course Faculty are responsible for sharing the travel policy with their members before the start of each year and prior to travel. In order to make the most of the mentoring process, it is vital that all parties be informed of these guidelines, as well as the specifics of the proposed travel, and that proper follow-up occur following travel.

1. For travel within Alamance County, the faculty/staff Advisor should be aware of the group's general travel plans and participants.

2. For travel outside of a 60-mile radius of Elon, NC, the University requires that a faculty/staff Advisor accompany the organization or class. In cases where the official Advisor/Faculty member is unable to travel with the organization/class, a substitute full time faculty/staff member or otherwise approved Advisor must travel with the group. For the purpose of determining the 60 mile radius, the student organization/class must submit, along with the vehicle reservation form, a printout from MapQuest/ Yahoo/ Google indicating the one way mileage to the exact destination with a starting point of 101 W. Haggard, Elon, NC.

3. For travel outside of Alamance County, but within the 60-mile radius of Elon, it is preferred that an Advisor accompanies the group. For travel within the 60 mile radius where no Advisor is traveling:

   - Groups may leave no earlier than 6:00 am and return no later than midnight of the same day.
   - The organization and Advisor should identify an "Approved Elon Trip Leader" (AETL) who will coordinate required paperwork, meet with the advisor prior to the trip for planning and to read through this document together, serve as primary contact while traveling, and communicate regularly with the advisor should any problems arise while travelling (accident, injury, illness, travel disruption, natural disaster, local emergency, etc.). The AETL should also be instructed to call Campus Safety and Security to have the University's Administrator on Call (AOC) paged in the event of any illness or injury requiring medical treatment or causing a travel disruption).
   - The AETL should be an approved driver of University owned vehicles (regardless of mode of transportation).
   - The AETL should leave with the Advisor a copy of travel itinerary with destination contact information, list of all participants & their personal contact information, and if needed, the Driver Responsibility Form. [See sample at end of document]
   - The AETL should communicate with the advisor upon departure from Elon, arrival at destination, departure from destination, and arrival back at Elon.

4. Drivers of University owned vehicles must be registered and approved by the University before departure. If students will be driving personal vehicles, each driver should sign a Driver Responsibility Form and leave it with the Advisor. The Advisor should retain this form on file for the period of three years.

5. In case of an accident or injury, first contact local police to seek medical attention and obtain a police report, then the organization must contact Campus Safety and Police immediately (336.278.5555) and file appropriate forms with the Business, Finance and Technology office in Alamance 107 or call (336) 278-5428. A copy of the Accident and Injury Report form can be obtained through a link on the Business, Finance and Technology web page. http://www.elon.edu/business/accident.htm

6. During any organization/class activities, practices, conferences, retreats, etc., no alcohol/drugs are to be present. This includes transporting alcohol in a University vehicle or on a University trip.
   If alcohol/drugs are found, have been used, or proved to be present at any of these activities, the organization will have all travel privileges suspended by the University. This means that all organizations found in violation will be denied access to University vehicles, travel policies, or reimbursement for such expenses (hotels, off campus tournaments, registration fees, etc.).

7. While traveling, students are bound by University policies as stated in the *Student Handbook*, including the Honor Code as well as local and state traffic laws and regulations. Failure to abide by these policies may result in University review and judicial sanctions.

8. While the above guidelines serve as the general policy, Academic and Student Life Deans may approve alternative travel arrangements for certain events involving individual students, regularly scheduled repetitive travel, or unusual circumstances.

Vans and Use of Personal Cars for University Travel

The university maintains vans for use by recognized student groups, faculty and staff for official university business. Only those persons on the university's approved drivers list and who maintain a good driving record may operate a university van.

In order for students to be eligible to operate university vans, a Van Drivers Training Course must be completed. The course consists of an application, classroom instruction and road test. To qualify for the course, students must be at least 19 years of age have had three years of driving experience and maintain a safe driving record. Faculty and staff are not required to complete the course if they are driving 7-passenger vans only. However, if they are operating vans that occupy more than seven passengers then they must also complete the Van Drivers Training Course. Once the Van Drivers Training Course is completed, a Drivers Application form must be submitted to the assistant vice president of Business, Finance and Technology in Alamance 107 or Campus Box 2285 with a copy of the applicant's driver's license. Once the form is approved, then the driver is added to the university's driver's list. Driver's application forms are available in the Business, Finance and Technology office in Alamance 107. **Please note that only drivers who meet the underwriting standards of the university's insurance company will be approved to drive university vehicles.**

Student groups who use vans must have a faculty/staff advisor with them if the van is taken outside a 60-mile radius of Elon University. Faculty, staff and students are insured by the university's policy while operating university owned or university rented vehicles. Students and employees' personal automobile coverage is primary when using their own vehicles on university business including attending events required for academic credit. Students driving personal vehicles must sign a Driver Responsibility Form and leave it with the trip advisor. The Driver Responsibility Form can be found in the Student Handbook online. http://www.elon.edu/e-web/students/handbook/

Policies for Driving Vans for University Organizations

All vans driven during activities or trips, whether owned by the University or leased for the duration of the trip, will be driven only by approved Elon University drivers. These vehicles must be operated in full compliance with applicable campus ordinances and state laws. Each organization is responsible for ensuring that each trip has approved drivers. Organization Advisors and their members are entitled to use the Elon University vans for travel throughout the school year. These vans require the appropriate check out, driver registration, completion of the University's van driver course, approved Travel and Itinerary Form before they are released to use. Lastly, it is against university policy to transport alcohol, drugs, or weapons in any University vehicle.

To become an approved Elon University Van Driver:

1. Drivers must have no less than three years of driving experience, must not be a freshman and must submit a clear copy of their valid driver's license and completed Drivers Application form to Business, Finance and Technology in Alamance 107 for approval.
2. Drivers must read and become familiar with the Elon University Guidelines for Vans and successfully complete the Van Drivers Training course.
3. Use of the 15-passenger mini-bus requires additional training. Inquire at information desk located in Moseley center for more information.
4. Elon University may make exceptions to the policies based on an individual's driving history or special needs

Who can use them? All students who are members of recognized student programs and organizations that are traveling off campus for an event. The student drivers must be registered with the Business, Finance and Technology office in Alamance 107 and with the Information Desk located at the entrance of the Moseley Center. The vans are for service projects, practices, games, break trips and other approved activities. The organization must not exceed the number of approved occupants in a van at one time when traveling. The number of seatbelts provided governs this.

How much will it cost? Student organizations are responsible for covering the cost of travel, including gas. Elon University has 12-passenger vans, 9 passenger vans, 7-passenger mini vans, a 14-passenger mini-bus and a 24-passenger bus (requires CDL to drive). Located in McMichael parking lot, these vans provide student organizations the opportunity to travel off-campus for events.

Reservations: Reservations are on a first-come, first-serve basis, and may be made 30 days in advance or no less than five days before out of state travel. After a student organization member has filled out the appropriate van reservation forms, it must be turned into the Information Desk of the Moseley Center.

Check In, Check Out: The van check in and checkout will be handled by the Director of Campus Center Operations or his/her designee on the day of the scheduled trip. At the time of van check out, the driver must have a valid driver's license, be on the University's approved driver's list (requires a license check by the University's insurance company and completion of the University's van driver training course), and must have filled out the appropriate release form to drive. A key will be given to the driver with a matching number that can be found on the front windshield of the van.

Upon returning from the trip, the key to the van should be turned in to the Moseley Information Desk immediately. If the organization returns during an off hour, the driver is responsible for making sure that the key is at the Moseley Information Desk for the next group to use the following morning. **All vans must be returned cleaned by emptying all trash and removing all belongings. It also must be returned with a full tank of gas! There is a minimum $25 fee for not refilling the gas tank.**

Driver Responsibility

1. Driver(s) must have a valid driver's license with them.
2. Driver(s) or organizations are personally responsible for any law violations that result in warrants, fines, tickets, or damage.
3. Driver(s) or organizations are financially responsible for uninsured costs, including the deductible, incurred in any accident in which they are involved.
4. Ensure all passengers wear seatbelts.
5. Not use cell phones while driving. Calls or texting are prohibited.
6. Drive no faster than the posted speed limit or 65 mph, whichever is lower.

Advisor's Responsibility: To verify the trip in regard to its appropriateness, length, destination, and purpose. The advisor will also be held responsible for receiving the required forms from the Director of Campus Center Operations after he/she has authorized the form. University policy requires an advisor to accompany all student trips outside of a 60-mile radius of Elon University.

Example of Driver Responsibility Form

Destination(s): _____

Date of Travel: _____ Purpose: _____

Approved Elon Trip Leader: _____ Phone: _____

By signing below I certify that I hold the listed driver's license, in good standing with the state of issuance; that my vehicle is in safe working order; and that I have liability insurance as required by law.

Signed: _____ Date: _____

License #: _____ State: _____

Signed: _____ Date: _____

License #: _____ State: _____

Signed: _____ Date: _____

License #: _____ State: _____

Signed: _____ Date: _____

License #: _____ State: _____

Signed: _____ Date: _____

License #: _____ State: _____

Student groups who use vans must have a faculty/staff advisor with them if the van is taken outside Alamance County. Faculty, staff and students are insured by the university's policy while operating university-owned or university-rented vehicles. Employees' personal automobile coverage is primary when using their own vehicles on university business. While on university business, excess liability will be provided by the university's policy after the employee's liability limit is exhausted. Students driving their own vehicles will have to rely solely on their own liability coverage for accidents even when participating in activities or attending events required for academic credit.

Drivers must be in good standing with the Department of Motor Vehicles.

*Freshmen are not allowed to operate University vehicles.

Drivers must complete the university's "Van Safety Driving Course" and have a license check prior to being placed on the list of approved drivers.

University Property Policies

Animals On Campus

Animals must be on a leash if on university property. The Town of Elon has a leash law that also applies to the university. Violation of town ordinances can result in public prosecution. Animals are not permitted in university buildings. Exception will be made only for assistance animals. Animals may not be used in pranks or otherwise for amusement or ceremony in connection with any individual, university or group activity. Violation of these policies may result in judicial action.

Athletic Game Playing

Athletic game playing is permitted only in approved areas on campus. Games are NOT permitted in residence halls, parking lots, dining halls and academic buildings unless prior approval is obtained.

Bicycles

Bicycles can only be parked in areas designated for bicycles (bicycle racks). All bicycles must be registered with the Office of Campus Safety and Police. Bicycles found in any areas including but not limited to stairwells, railings, brick colonnades and gazebos will be confiscated, and a $5.00 fine and $10.00 monthly storage fee will be assessed. All bicycles left after May commencement become property of the university.

Golf Balls

Golf balls may be hit on the Driving Range on South Campus during posted operational times only

Skateboards, Rollerblades and Incline Skates

Only enrolled students are permitted to rollerblade and skateboard on-campus. However, these activities are not allowed inside any building and grinding and rail sliding are not permitted at all. It is important to note that the Town of Elon prohibits skateboarding and rollerblading on town streets and sidewalks. Rollerbladers and skateboarders must yield the right of way and not disrupt pedestrians or vehicular traffic. Protective gear -- helmet, wrist guards, elbow and kneepads -- is highly recommended. The university reserves the right to immediately confiscate the skateboard or rollerblades of any person found violating this policy. All rollerblading and skateboarding is at the student's risk, and the university assumes no liability for injury. A violation may also be treated as a judicial offense.